Data Management Plan/Data Sharing Guide

A data management plan (DMP) describes the data a PI expects to acquire and how it will be managed. Texas State University has an institutional affiliation with the DMPTool.org to aid in the development of a DMP. Access the tool with your Texas State institutional credentials. Also refer to Texas State's Office of Research and Sponsored Programs has a [Research Data Management and Security](#) site for relevant university policy and resources. **Be sure to review any sponsor specific DMP templates or guidelines. This document is a generic guideline and does not take the place of sponsor guidance.**

In general, a DMP or data sharing narrative should address the following:
- *Types of data to be produced by the research*
- *Data format and metadata standards*
- *Provisions for access and sharing of data*
- *How data may be reused or redistributed*
- *Data archiving and preservation*
- *Transition or termination of the data collection in the long-term future*
- *Budgeting for the above*

Overview
Provide a very short project summary and the data collected.

Types of Data
What data is being collected? What platform is used to collect it? Where is the data originating? What is the [data classification](#)?

Data Formats
How will the data be collected? How will it be analyzed? What software or equipment is necessary? What is the data format (.xls, etc)?

Data Storage, Access, and Restrictions
Where will the data be stored (i.e. encrypted department share drive, locked cabinet, etc)? Who will have access to it and how much access? How will confidentiality be maintained?

Data Use and Dissemination
What, how, and when is the data being shared?

Data Retention
How long is the data being retained? Will the data be retained in a repository?
https://dataverse.tdl.org/dataverse/txstate; https://ldbase.org/

Data Termination
How will electronic and paper copies be destroyed/deleted at the project termination?

Budget
What costs are involved with the data management and sharing?