**[PROJECT] Data Management Plan**

**EXAMPLES ARE SHOWN BELOW – These Plans are Usually Limited to 1 Page**

In terms of data management, one of the goals of our project is to [PROJECT SPECIFIC DETAILS] for

 [STAKEHOLDERS], such that the project data can aid them in making informed decisions. We also aim that the research results of this project will be directly incorporated within [FINAL USE], such that researchers and stakeholders can make improved decisions of [END GOAL OBJECTIVES].

1. **Data Collection**

Following funding the PI will organize an annual meeting with members of the project team to discuss data management. This meeting will define naming conventions, data storage procedures, backups, annotating data, creating metadata, etc.

1. **Types of Data**

The data generated by this project will be in the form of … [PROJECT SPECIFIC DETAILS].

* 1. We will generate movies(webcam, high definition, and high speed videography) of laboratory combustion experiments. Movies will be collected in MPEG4 format.
	2. FRE, thermocouple, analytical tests, and spectroradiometer data are logged and stored directly within .csv and .ascii files. These will be converted into EXCEL formats and stored both on Dropbox and on a hard drive.
	3. Water potentials, leaf photochemical efficiency, photosynthesis, stomatal conductance, thermal conductance, non-structural carbohydrate analysis, soil respiration, and leaf area are all collected via field sheets. Immediately following collection each sheet will be photocopied and the raw data stored off-site in a fire-proof storage box. All data will be transcribed into an EXCEL spreadsheet and stored both on Dropbox and on a hard drive.
1. **Data and Metadata Standards**
2. We will use Excel and HTML formats to present out data online. We selected these formats as they can be readily exported and shared.
3. We propose to use the Morpho package to generate Ecological Metadata Language standards.
4. We propose to use the HTML Metadata 4 Standard.
5. **Physical and Cyber-infrastructure Resources to Store and Preserve Data**

[EXAMPLE FOLLOWS] The storage requirements for this effort will likely be in the order of 1Tb (principally from video). A Dropbox Teams account (2Tb of cloud storage for 5 people) will be used to enable the project team to share data with wider collaborators. In addition we will share all of our data and metadata via the Northwest Knowledge Network (NKN), a collaborative network supported by University of Idaho’s Research Office, Library, and Information Technology Services, as well as Idaho National Laboratory and Idaho EPSCoR project, which is an existing member node of DataOne.

1. **Policies for Access, Sharing of Data, Privacy, and Re-distribution**

We will post all of our data on our project website [PROJECT URL].

We retain the right to use our data prior to release, but following publication or 6 months from end of the project data (whoever is earlier) we will publically release its corresponding data.

We will publically post and advertise the data in all publications resulting from this research.

This data will be freely available and no charges will be applied to access it.

There are no permissions or restrictions of re-use or re-distribution placed on the data.

In addition, we will provide direct download links via Dropbox (or similar data sharing services) to other researchers who request data.

None of the data is confidential.

1. **Data Archiving and Preservation**

The long term archiving strategy is to use NKN to preserve all the data, based on standardized repository formats, on mirrored storage servers. In addition to NKN, we will upload download links to our data on the Fire Research and Management Exchange System (FRAMES) and on the regional Joint Fire Science Program Northern Rockies Fire Science Network (<http://nrfirescience.org/>) and the Northwest Fire Science Consortium (<http://www.nwfirescience.org/>) to facilitate access to our research results by fire management and research community. Finally, all datasets will be uploaded on the Dryad Digital Repository (<http://datadryad.org/>) and made freely available on publication of the proposal results.

1. **Data Management Responsibilities**

PI [NAME] is responsible for …..