

USF Tampa Library Data Management Team Data Information Form¹

This information will form the basis for planning and budget development for your project.

1. General Proposal Information

This information will be the same for all of the PIs and component project leaders. It describes the overall project.

Proposal Title:	
Lead PI(s) + Contact Information	
Funding Source:	
Program Information:	

2. Component Project Information

This information describes the specific components of the project if appropriate. Many projects include multiple sub-contracted activities including various scientific research projects, education and outreach, social science research, etc. To put it simply, if you are leading a funded research activity that collects data used to comply with the terms of this proposal, this must be completed.

Project/Task Title:	
Project Lead(s):	
Data Management Contact(s):	
Project/Task Abstract:	

3. Dataset Information

¹ The document is adapted from the work of the Gulf of Mexico Research Institute's GRIIDC team (<http://data.gulfresearchinitiative.org>).

- A. Briefly describe the phenomenon and variables that will be observed or generated.
This information is used to design the metadata framework to best describe your work. We will handle the metadata for you, but we need to know how you will conduct the research.

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- B. Expected File Types (check all that apply)
What is the format of the data that you expect to collect? If you are unsure or if the format is not listed, use the "Other" section.

	Structured Generic Text /ASCII Files (e.g. CSV)
	Unstructured Generic Text Files (e.g. TXT)
	Geospatial Data (e.g. geodatabase, shape files, etc.)
	Images
	Structures (e.g. GML/XML-base)
	CDF/netCDF
	Video
	Others - please list

- C. Approximate Dataset Size
This is an estimate that will be used to determine if additional data storage must be acquired.

	< 1GB
	1GB - 10GB
	10GB - 200GB
	200GB - 1TB
	1TB - 5TB
	> 5TB

- D. How will the data be acquired? Please check any that apply.
This information is used to design the metadata framework to best describe your work. We will handle the metadata for you.

	Field Sampling
	Simulation (models)
	Laboratory
	Remote Sensing

	Literature Search
	Others - please list

4. Data Applications

This information will assist us as we develop appropriate metadata to meet the funder's discovery expectations. If you are uncertain, the data management team will work with you to determine the best approach to ensure compliance.

A. Potential Applications (check all that apply)

	Biological/Ecological
	Chemical
	Physical Oceanography
	Geological
	Economic
	Health
	Social/Cultural
	Others - please list

B. Metadata Standards to Use (check all that apply - if known)

	ISO 19115
	FGDC-CSDGM
	Dublin Core
	Darwin Core
	Ecological Metadata Language (EML)
	Others - please list

5. Data Sharing & Dissemination

A. Ethical or Privacy Issues

This is an essential component of the DMP. Funding entities are increasingly concerned that data generated by publicly funded research is made available to researchers and other interested parties. That said, data generated through

human subject research must be protected and a statement regarding efforts taken to protect privacy is required.

	None
	Yes
	Uncertain
If you respond “Yes” or “Uncertain,” please explain:	

B. Dissemination to National Data Centers (check all that apply if known)

If in the past you have contributed data to a repository or know that it is expected in this proposal, please identify the target. If you are unaware of a specific requirement or have not used a repository in the past, we will handle this for you.

	Data.gov Dataset Management System http://www.dms.data.gov
	Global Biodiversity Information Facility http://www.gbif.org
	Marine Geoscience Data Development Center http://www.marine-geo.org/index.php
	National Center for Biotechnology Information http://www.ncbi.nlm.nih.gov
	National Coastal Data Development Center http://www.ncddc.noaa.gov/
	National Oceanographic Data Center http://www.nodc.noaa.gov
	US EPA Storet http://www.epa.gov/storet/wqx
	Others - please list

C. Timeline for Access (estimates and/or date ranges are acceptable)

This information is critical. Funders want to know when the data will be publicly accessible. Estimates are fine, but be conservative with number 4 - in some cases failure to make data public by the expected date will lead to complications.

	1. Date to begin data collection
	2. Date to complete data collection
	3. Date datasets are delivered to the Data Management Team
	4. Date when data can be made publicly accessible

Concerns for public access or access limitations must be described in the proposal.	