

# Data Management Plan Checklist

Here is a checklist to consider as you write your NSF Data Management Plan (generic):

1. **Data Description:** What data will be generated? How will you create the data? (simulated, observed, experimental, software, physical collections)
2. **Existing Data:** Will you be using existing data? Relationship between the data you are collecting and existing data.
3. **Audience:** Who will potentially use the data?
4. **Access and Sharing:** How will data files be shared? How will others access them?
5. **Formats:** What data formats will you be creating?
6. **Metadata and Documentation:** What documentation will you provide to describe the data? Metadata formats and standards?
7. **Storage, backup, replication, versioning:** Are the data files backed up regularly? Are there replicas in different locations? Are older versions of the data kept?
8. **Security:** Are the system and storage that will be used secure?
9. **Budget:** Any costs for preparing the data? Costs for storage and long-term access?
10. **Privacy, Intellectual Property:** Does the data contain private or confidential information? Any copyrights?
11. **Archiving, Preservation, Long-term Access:** What plans do you have to archive the data and other research products? Will it have long-term accessibility?
12. **Adherence:** How will you check for adherence of this plan?