

Data Management Plan Worksheet

Data Collection: What types of data did Prof. Craig collect, create, link to, record, etc? What file formats? How did Prof. Craig structure, name and version-control files?

Documentation and Metadata: What documentation and metadata (description of the data) were used by Prof. Craig? Did she use a metadata standard?

Storage and Backup: What were Prof. Craig's storage requirements? How and where was her data stored and backed up?

Preservation: Where can Prof. Craig deposit her data for long-term preservation at the end of the research project? How can she use preservation-friendly file formats, supporting documentation, etc?

Sharing and Reuse: What data will Prof. Craig share and in what form? What type of end-user license does she want to include with her data?

Responsibilities and Resources: Who was responsible for managing the project's data during and after the project? Did substantive changes happen in the personnel overseeing the project's data?

Ethics and Legal Compliance: How did Prof. Craig manage legal, ethical and intellectual property issues? Does her research project contains sensitive data? If yes, how was it securely managed and only accessible to approved members of the project?