

ARMY DATA MANAGEMENT PLAN (DMP) TEMPLATE

PROJECT INFO	
1. Date Created:	
2. Date Modified (<i>if applicable</i>):	
3. DMP Contact Name(s) and Email Address(es):	
4. Project Title:	
5. Project Abstract:	
6. Performing Organization:	
7. Funding Organization(s):	
DATA PLAN	
8. Data Description:	
9. Method(s) of Data Acquisition:	
10. Data Format(s):	
11. Data Standard(s):	

DISTRIBUTION / LIMITATION OF DATA
12. Distribution of Data / Limitations to Sharing Data:
13. Rationale for Sharing Limitations:
14. Proposed Location of Data:
15. Plans for Data Archiving and Preservation:

INSTRUCTIONS FOR COMPLETING ARMY DATA MANAGEMENT PLAN (DMP)

PROJECT INFO

1. Date Created

Most recent date corresponding to when the DMP was created.

2. Date Modified (If Applicable)

Most recent date corresponding to when the DMP was changed, updated or modified. Answer N/A if not applicable.

3. DMP Contact Name(s) and Email Address(es)

The name and email of the person to contact about the DMP.

4. Project Title

The name of the project which creates or uses the data described by the DMP.

5. Project Abstract

The description of the project which creates or uses the data described the DMP.

6. Performing Organization

The organization responsible for performing the research.

7. Funding Organization(s)

The organization(s) responsible for funding the research.

DATA PLAN

8. Data Description

The description of the dataset(s). Describe the types of data and products that will be produced in the course of the project. Describe the expected types of data to be retained. If known, state the rough data size and growth.

9. Method(s) of Data Acquisition

The method(s) used to acquire the data. Describe how you intend to capture the data during your project. If existing data is to be used, describe the origins of the data. Include the specific mechanisms such as software packages (include version and operating system), specialized equipment, active storage (local, cloud), data backups, procedures, methodologies, processes.

10. Data Format(s)

The format(s) in which the data or products are/will be stored to the extent known. Describe the format in which the data or products are/will be stored (e.g., ASCII, csv, html, FITS, VO compliant tables, XML files, Microsoft Office products, etc.) to the extent known. Nonproprietary open formats such as csv and XML are preferred. Where data are/will be stored in unusual or not generally accessible formats, explain how the data may be converted to a more accessible format or otherwise made available to interested parties. In general, solutions and remedies should be provided. The dataset should be able to be manipulated — a set of data in PDF format, such as an appendix to a report, is not acceptable.

11. Data Standard(s)

Standards followed for data creation and steps taken to meet the standards. If there is a de facto standard for this data type, state the standard and steps taken to meet it.

DISTRIBUTION / LIMITATION OF DATA

12. Distribution of Data / Limitations to Sharing Data

Detailed information on how the data can be distributed including any sharing limitations.

Address the distinction between released and restricted data and how each would be managed.

Federal policy requires public access to data sets “to the extent feasible and consistent with law; agency mission; resource constraints; U.S. national, homeland, and economic security.” Data subject to security requirements and/or access restrictions will not be released to the public.

Other possible exceptions to making data public: Some projects may involve proprietary or other restricted data. In addition, membership agreements, contracts, involvement with other agencies, and similar obligations may place some restrictions on data sharing. Data-sharing policies for awards that involve human subjects should recognize and address human subject protocols and the need to protect privacy and confidentiality.

If, for legitimate reasons, the data cannot be preserved and made available for public access, the plan will include a justification citing such reasons. If data is to be restricted, data should still be maintained and shared to authorized users to the extent possible. Audience limitations need to be noted in the DMP.

Describe the policies regarding the use of data provided via general access or sharing. For example, if you plan to provide the data on a website, the website should contain disclaimers regarding copyright protection and the conditions of use, modification and dissemination in other publications or products. The policies should provide clear guidance regarding use, creation of derivatives and dissemination of data. Describe policies for public access and sharing, including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements.

If the data is protected by copyright the Government must have permission from the copyright owner—via a license agreement or under the terms of a Government award—allowing third party use, modification or creation of derivatives and dissemination of the data provided on your website in a publication. If the data consists of facts, permission is not needed because copyright law doesn’t protect facts.

Research centers and major partnerships with industry or other user communities must also address how data are to be shared and managed with partners, center members, and other major stakeholders.

State the conditions and provisions for re-use, re-distribution, and the creation of derivative works. Take into account the value of the data to others, and who is likely to use the data in the future.

13. Rationale for Sharing Limitations

Reasons/rationale for the distribution or sharing limitations applied to the dataset. Address the distinction between released and restricted data and how each would be managed. Exceptions to the basic data-management policy should be discussed with the cognizant program officer before submission of such proposals. See discussion under Distribution of Data/Limitations to Sharing Data.

14. Proposed Location of Data

Description of where and how data will be able to be accessed.

15. Plans for Archiving and Preservation

State the minimum retention period for the data. If known, state the time or event when the data will no longer need to be preserved. Take into account retention periods for specific specialized cases, such as:

- *when questions arise from inquiries or investigations with respect to research;*
- *when a student is involved, requiring data to be retained for a period after the degree is awarded, or;*
- *research data that support patents—retention should be, at a minimum, for the entire term of the patent.*

Long retention periods are required when data represent a large collection that is widely useful to the research community. For example, special circumstances arise from the collection and analysis of large, longitudinal data sets or basic research measurements. Project data-retention and data-sharing policies should account for these needs.

16. [Header and Footer] DMP Distribution Statement

Detailed information on how the DMP can be distributed including any sharing limitations as it should appear on the DMP headers and footers.

Distribution:

A - Approved for Public Release

B - U.S. Gov't Agencies Only

C - U.S. Gov't Agencies and their Contractors

D - DoD Agencies and their Contractors

E - DoD Components

F - Further dissemination only as directed by controlling agency