Data Management Plan

**If you do, attach your Data Management Plan to field 12 of the R & R Other Project Information Form.**

Your “Data Management Plan” should be **two (2)** pages or less in length and discuss:

1. The types of data, software, and other materials to be produced in the course of the project, and include a notation marking items that are publicly releasable;
2. How the data will be acquired;
3. Time and location of data acquisition if they are scientifically pertinent;
4. How the data will be processed;
5. The file formats and naming conventions that will be used;
6. A description of the quality assurance and quality control measures during collection, analysis, and processing;
7. If existing data are to be used, a description of their origins;
8. A description of the standards to be used for data and metadata format and content;
9. Plans and justifications for archiving the data;
10. The timeframe for preservation; and
11. If for legitimate reasons the data cannot be preserved, the plan must include a justification citing such reasons.