

## Guidelines for Data Management Plans

NOAA programs that issue grants, cooperative agreements, or contracts are required to ensure public accessibility and long-term preservation of funded data, to provide guidance for proposers to use in developing a plan for data access, and to track and enforce conditions imposed on awardees. Virginia Sea Grant (VASG) is a NOAA program and as such applicants to VASG are required to develop a Data Management Plan as part of their proposal submissions.

Under NOAA's Data Sharing Policy, environmental data and information collected and/or created under NOAA grants, cooperative agreements, and contracts must be made visible, accessible, and independently understandable to general users, free of charge or at minimal cost, in a timely manner (typically no later than two years after the data is collected or created), except where limited by law, regulation, policy or security requirements.

The Data sharing plan must be made publicly available at the time of the award, and thereafter be posted with the published data. Failing to share environmental data and information in accordance with the submitted Data Management Plan may lead to disallowed costs and will be considered when making future award decisions. Additional information regarding NOAA's current Data Sharing Policy is available on NOAA's Environmental Data Management Committee website at: <https://nosc.noaa.gov/EDMC/PD.DSP.php>.

VASG's funding recipients are responsible for implementing their data management plans to comply with NOAA's policy.

A typical Data Management plan should include:

- descriptions of the types of environmental data and information expected to be created during the course of the project;
- the tentative date by which data will be shared;
- the standards to be used for data/metadata format and content;
- methods for providing data access;
- approximate total volume of data to be collected;
- and prior experience in publishing such data available.

### Data Management Plan Template:

[Project Name], proposed by [Applicant Name] will generate environmental data and/or information including [Types of data that will be collected]. Datasets will provide specifics on [describe the information collected and collection dates]. Data will be collected by [person collecting data] according to the procedures described in [name the application, manual or published article that describes data collection protocols] and stored at [location or method of data storage]. The data will be available to the public starting on [date no later than two years after data collection]]. Contact [name] at [email] for more information regarding this plan or

data accessibility. In the past we have shared similar data by [Describe past data sharing methods, if any].

**Projects not expected to generate any data:**

“This proposal is not expected to generate environmental data. Therefore, a data management plan is not required.”