Data Management Plan

1) What types of data, samples, physical collections, software, curriculum materials, and other materials will be produced during this project. (PI filles out)
   a. How will data be collected?
   b. What would happen if the data were lost or became unusable later?
   c. How much data will your project produce, and at what growth rate? How often will it change?
   d. What is your data storage and backup strategy?

2) What standards will be used for data and metadata format and content documentation (where existing standards are absent or deemed inadequate, this should be documented along with any proposed solutions or remedies).
   a. What directory and file naming conventions will be used?
   b. What project and data identifiers will be assigned?
   c. Is there a community standard for data sharing or integration?

3) Policies and provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements. The policies and provisions for re-use, re-distribution, and the production of derivatives for access and sharing.
   - SAM 01.D.06 – Protection of Confidential Information
     o It is the policy of the University of Houston System (UHS) to ensure that there are guidelines, safeguards, and controls in place to effectively manage and protect confidential information in accordance with applicable laws, regulations, and best practices.
   - SAM 07.A.08 – Data Classification and Protection
     o It is the policy of the University of Houston System (UHS) to ensure data is appropriately classified and technical and physical security safeguards are implemented to protect the data. Appropriate protection measures must be applied to UHS information, no matter the location where the information is stored or accessed.
     o All research data is classified as Level 1 – Critical Data.

   a. Who controls the data? (i.e. PI, student, University, funder)?
   b. What are the special privacy or security requirements to uphold if any (i.e. personal, third party, high-security data)?
   c. Are there any embargo periods to follow?

4) Plans for archiving data, samples, and other research products, and for preservation of access to them.
   a. Are there any data sharing requirements?
   b. How long should the data be retained?
   c. What file formats are you using? Are they proprietary, like .xls or .docx, or are they open, like .csv or .rtf? Are there any special tools and/or software needed to work with or view data?
   d. Are there data repositories that are appropriate for your data?

e. Who will maintain your data for the long term?