

## Data Management Plan – EXAMPLE

NSF Proposal: ##  
Proposal Title

Oregon State University is committed to ensuring excellent data management in their research with NSF. The data management plan in this document addresses how the Principal and Co-principal investigators will conform to NSF policy on the dissemination and sharing of research results. The plan addresses the following elements:

1. The types of data, samples, physical collections, software, curriculum materials, and other materials to be produced in the course of the project;

All data will be de-identified. Participants will be assigned a number that will identify all relevant data. A key linking participant number and name will be stored in a protected environment separate from the rest of the data. Data for the project will include the following forms:

- Interview transcriptions
- Performance assessments
- Program application data
- Survey responses (motivation and interest measures; social network)
- Analysis of CS elective and native discipline courses chosen
- Analysis of baseline and developed courses
- Research productivity metrics (papers, presentations, etc.)

These data will be stored at Oregon State University and made available to appropriate researchers through an approval process.

2. The standards to be used for data and metadata format and content (where existing standards are absent or deemed inadequate, this should be documented along with any proposed solutions or remedies);

- Standard formats will be used for all data and curricular materials including Microsoft Word and Excel, PDFs.
- Scanned student work will be in pdf format.
- Audio recordings will be in wav or mp3 formats.
- Transcripts in NVivo projects (qualitative analysis software)
- Survey results in SPSS (statistical analysis software)

3. Policies for access and sharing including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements;

Institution Review Board approval will be required for sharing. Only data from students and faculty who provide informed consent to have their work included in this research will be collected.

All written data will be kept in a locked cabinet in the office of the PI which will also be kept secure. Electronic files will be kept with password-protection on the server of the PI. The researchers do not feel that there will be intellectual property issues with this project.

4. Policies and provisions for re-use, re-distribution, and the production of derivatives.

Items available through the material tools in this project will be available upon written request.

5. Plans for archiving data, samples, and other research products, and for preservation of access to them.

Oregon State University has adequate Internet-based storage for archiving data, samples, and the instructional materials that are developed for this project.