

# Instrument Used to Analyze the DMPs at the University of Minnesota

Contributors: Lisa Johnston, Carolyn Bishoff, John McGrory, Christine Storino, and Anders Swendsrud (University of Minnesota Libraries)

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The DMPs each consist of 1-2 page written plans addressing the criteria of NSF and sub-directorates. In order to review the plans for how U of M researchers plan to manage, store, describe, protect, and share and preserve their data, the following rubric was created and implemented using Google Forms.

## Section 1: Identifying Information

1. **DMP Identifying file name\*** <text box>  
*Insert unique file name given to the DMP being analyzed*
2. **Field/Department** <drop down list based on known departments represented>
3. **College** <drop down list based on known colleges represented>

## Section 2: Data Types and Storage

1. **Does the research generate data?\***  
*Some plans (eg. Math) will say "This grant will not generate research data." If no, skip to the bottom and click submit.*
  - a. Yes
  - b. No
2. **Does the DMP mention the use of data from another source?**  
*Data not created by the PI (eg. proprietary data obtained from a company)*
  - a. Yes
  - b. N/A
3. **List the types of data generated** <text box>  
*(Use generic terms, eg. GIS data, code, simulations, images, etc.)*
4. **Classification of data generated**
  - a. Digital data
  - b. Physical objects (Specimens, samples, physical collection)
  - c. Software
  - d. Curriculum materials

e. Other: <text box>

**5. Data Storage mentioned?**

- a. Yes
- b. No

**6. Data Backup mentioned?**

- a. Yes
- b. No

**7. If yes, what types of data storage and/or backup are mentioned?**

- a. PI Server
- b. PI Website
- c. Campus Server
- d. Department Server
- e. Remote/Cloud
- f. Analog
- g. Optical disc
- h. Thumb drive
- i. External harddrive
- j. Tape
- k. Not specific
- l. Other: <text box>

**8. File Formats mentioned?**

- a. Yes
- b. No

**9. If yes, what files formats are mentioned? <text box>**

**10. Notes on data types and storage aspects of this plan. <longer text box>**

### **Section 3: Descriptions and Metadata**

**1. Metadata schema mentioned?**

- a. Yes
- b. No

**2. If yes, what metadata schema is mentioned? <text box>**

**3. File naming convention mentioned?**

- a. Yes
- b. No

**4. Methods for documentation mentioned?**

*E.g. how to record collection, analysis processes*

- a. Yes
- b. No

**5. If yes, what types of documentation are mentioned?**

- a. Lab notebook
- b. Electronic lab notebook
- c. Website
- d. Data dictionary
- e. Code book
- f. Other: <text box>

**6. Notes on description and metadata aspects of this plan.** <longer text box>

## Section 4: Access and Copyrights

**1. Data ownership and/or intellectual property mentioned?**

- a. Yes
- b. No

**2. Data access policies/provisions mentioned?**

*Including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements. If other, list.*

- a. Yes
- b. No
- c. Other: <text box>

**3. Are there reuse restrictions?**

*E.g. licenses or provisions for re-use, re-distribution, and the production of derivatives;*

- a. Yes
- b. No

**4. Does the plan mention private data?**

- a. Yes

- b. No

**5. If yes, what classification of private data.**

- a. HIPAA (health records)
- b. PII (human subjects)
- c. Sensitive Information (e.g. credit cards, sexual history)
- d. Proprietary data
- e. FERPA (student records)
- f. Other: <text box>

**6. Notes on access and copyright aspects of this plan.** <longer text box>

## Section 5: Data Sharing

**1. Data sharing mentioned?**

- a. Yes
- b. No

**2. If yes, how will the data be shared?** <text box>

*If available, copy/paste from DMP*

**3. What types of sharing are mentioned?**

- a. Contact/by request (e.g. email)
- b. Local institutional repository
- c. Disciplinary repository
- d. Website (personal)
- e. Website (other)
- f. Publication (non-specific)
- g. Publication (specific)
- h. Other: <text box>

**4. If a shared in a specific repository, archive, or journal: list here.** <text box>

**5. Timeframe for sharing mentioned?**

*Release dates, e.g after publication*

- a. Yes
- b. No

6. **If yes, when will the sharing occur?** <text box>
7. **Audience for data sharing mentioned?**
- a. Yes
  - b. No
8. **If yes, who will the data be shared with?**
- a. Public or Unrestricted
  - b. Researchers in the field
  - c. Any researcher
  - d. Available by request
  - e. N/A
  - f. Project team
  - g. Department
  - h. PI
  - i. Other: <text box>
9. **Notes on the Data Sharing aspects of this plan.** <longer text box>

## Section 6: Preservation and Archiving

1. **Does the plan mention that the data will be preserved/archived?**
- a. Yes
  - b. No
2. **If yes, how will data be preserved/archived?** <text box>  
*If available, copy/paste from DMP*
3. **Types of archiving?**  
*Classify their approach*
- a. Individual techniques
  - b. Deposit to national archive
  - c. Deposit to institutional archive
  - d. Remain in storage location post-project (retained)
  - e. Other: <text box>
4. **Does the plan mention when the data will be preserved/archived? If so, enter text.**  
<text box>  
*Archiving dates, e.g after publication*

**5. Retention periods mentioned?**

- a. Yes
- b. No

**6. If yes, how long will the data be retained? <text box>**

**7. Notes on the Data Preservation and Archiving aspects of this plan. <longer text box>**

## **Section 7: Overall**

**1. Were any of the following services mentioned in the DMP?**

- a. University Libraries
- b. University Digital Conservancy
- c. Data management training
- d. A university service outside the library
- e. Other: <text box>

**2. If a specific university service outside the library was mentioned, list here. <text box>**

**3. Notes on the Overall aspects of this plan. <longer text box>**