# Department of Energy Data Management Plan Template

[This plan is based on the "Department of Energy (DOE): Generic" template provided by United States Department of Energy (DOE) - (ver: 4, pub: 2021-10-25).]

***Instructions for using this template****: highlighted in yellow are the section headers for the information to address in the data management plan. Under each section header in this document is guidance for the content of that section. The intent of the guidance is as a prompt to help you consider all the types of data produced and how to manage the data. With the exception of the section headers,* ***delete all the guidance and prompts from your final document, including these instructions and the information above this paragraph.***

[DOE Suggested Elements for a Data Management Plan](https://www.energy.gov/datamanagement/doe-policy-digital-research-data-management-suggested-elements-data-management-plan)

### DATA MANAGEMENT PLAN

### Data sharing and preservation

**Data management plans should describe whether and how data generated in the course of the proposed research will be** [shared](https://www.energy.gov/datamanagement/doe-policy-digital-research-data-management-glossary#Data%20Sharing) **and** [preserved](https://www.energy.gov/datamanagement/doe-policy-digital-research-data-management-glossary#Data%20Preservation) **and, at a minimum, describe how data sharing and preservation will enable** [validation](https://www.energy.gov/datamanagement/doe-policy-digital-research-data-management-glossary#Validate) **of results, or how results could be validated if data are not shared or preserved.**

 A description of the plans for data sharing and preservation. This should include, where appropriate:

* the anticipated means for sharing and rationale for any restrictions on who may access the data and under what conditions;
* a timeline for sharing and preservation that addresses both the minimum length of time the data will be available and any anticipated delay to data access after research findings are published;
* any special requirements for data sharing, for example, proprietary software needed to access or interpret data, applicable policies, provisions, and licenses for re-use and re-distribution, and for the production of derivatives, including guidance for how data and data products should be cited;
* any resources and capabilities (equipment, connections, systems, software, expertise, etc.) requested in the research proposal that are needed to meet the stated goals for sharing and preservation. (This could reference the relevant section of the associated research proposal and budget request);
* cost/benefit considerations to support whether/where the data will be preserved after direct project funding ends and any plans for the transfer of responsibilities for sharing and preservation;
* whether, when, or under what conditions the management responsibility for the research data will be transferred to a third party (e.g. institutional, or community repository);
* any future decision points regarding the management of the research data including plans to reevaluate the costs and benefits of data sharing and preservation.

### Data used in publications

**Data management plans should provide a plan for making all research data displayed in publications resulting from the proposed research open, machine-readable, and digitally accessible to the public at the time of publication. This includes data that are displayed in charts, figures, images, etc. In addition, the underlying digital research data used to generate the displayed data should be made as accessible as possible to the public in accordance with the**[Principles](https://www.energy.gov/datamanagement/doe-policy-digital-research-data-management#Principles) **published in the DOE Policy for Digital Research Data Management. The published article should indicate how these data can be accessed.**

### Data management resources

**Data management plans should consult and reference available information about data management resources to be used in the course of the proposed research. In particular, DMPs that explicitly or implicitly commit data management resources at a facility beyond what is conventionally made available to approved users should be accompanied by written approval from that facility. In determining the resources available for data management at DOE Scientific User Facilities, researchers should consult the** [published description of data management resources](https://www.energy.gov/datamanagement/doe-policy-digital-research-data-management-resources)**and practices at that facility and reference it in the DMP.**

### Confidentiality, security and rights

**Data management plans must protect confidentiality, personal privacy,** [Personally Identifiable Information](https://www.energy.gov/datamanagement/doe-policy-digital-research-data-management-faqs#PII)**and U.S. national, homeland, and economic security; recognize propriety interests, business confidential information, and intellectual property rights; avoid significant negative impact on innovation and U.S. competitiveness; and otherwise be consistent with all applicable laws, regulations, agreement terms and conditions, and DOE orders and policies.**