# Institute for Museum and Library Services Data Management plan Template

[This plan is based on the Institute for Museum and Library Services (IMLS) 2022 NOFO Data Management Plan requirements.]

***Instructions for using this template:*** *Section headers are highlighted in yellow. 2022 NOFOs do not require specific headings or sections. Therefore, section headers may be revised. Bulleted guidance under section headings is taken directly from 2022 NOFOs. Use the bulleted guidance as a prompt to help consider all types of data produced and how to manage it. 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.***

*\*Limited to 2 pages maximum, per 2022 NOFOs*

\*\*If no data will be created, a valid Data Management Plan may include only the statement that no detailed plan is needed if the statement is accompanied by a clear justification.

**DATA MANAGEMENT PLAN**

**Data Overview**

* Identify the type(s) and estimated amount of data you plan to collect or generate, and the purpose or intended use(s) to which you expect them to be put.
* Describe the method(s) you will use, the proposed scope and scale, and the approximate dates or intervals at which you will collect or generate data.

**Sensitive Information**

* Will you collect any sensitive information? This may include personally identifiable information (PII), confidential information (e.g., trade secrets), or proprietary information.
* If so, detail the specific steps you will take to protect the information while you prepare it for public release (e.g., anonymizing individual identifiers, data aggregation).
* If the data will not be released publicly, explain why the data cannot be shared due to the protection of privacy, confidentiality, security, intellectual property, and other rights or requirements.

**Requirements and Dependencies**

* What technical (hardware and/or software) requirements or dependencies would be necessary for understanding retrieving, displaying, processing, or otherwise reusing the data?
* How can these tools be accessed (e.g., open-source and freely available, commercially available, available from your research team)?

**Documentation**

* What documentation (e.g., consent agreements, data documentation, codebooks, metadata, and analytical and procedural information) will you capture or create along with the data?
* Where will the documentation be stored and in what format(s)?
* How will you permanently associate and manage the documentation with the data it describes to enable future reuse?

**Post-Project Data Management**

* What is your plan for managing, disseminating, and preserving data after the completion of the award-funded project?
* If relevant, identify the repository where you will deposit your data.
* When and for how long will data be made available to other users?

**Review and Monitoring**

* When and how frequently will you review your Data Management Plan?
* How will the implementation be monitored?