# Project Management Data Plan

This project data management plan (DMP) template was created for submission to the Collaborative Sciences Center for Road Safety (CSCRS) as required by U.S. Department of Transportation guidelines for this project. The aim and purpose of this DMP is to provide details of plans to ensure the data collected during the study are properly handled during the life cycle of the project, and to preserve and make publicly available project deliverables (reports, papers, etc.) and final datasets from the associated research. The PI is the steward of the data and will be responsible for obtaining all necessary provisions to meet this goal. This DMP is intended for review by relevant CSCRS personnel to ensure preservation of and access to the data.

CSCRS will use the following definitions:

* **Final datasets**: The recorded factual material commonly accepted in the scientific community as necessary to validate research findings, i.e., the data needed to reproduce the final results.
* **Metadata**: The set of data that describes and gives information about and context for the dataset as recommended by the Data Documentation Initiative (DDI). All necessary fields are included in this DMP template.
* **Dataset description document**: Describes all variables in the dataset, the measurement units used, variable labels, and label values. This document should specify the data position of each variable, describe the contents of each variable, and identify the range of possible codes and the meanings of the codes.
* **Code**: Any routines, scripts, queries, or other code needed or desired to reproduce final results. The code should contain comments or other documentation.
* **Final documentation**: Final reports, papers, handbooks, guides, manuals, or presentations derived from research and produced as a final deliverable.
* **Final deliverables**: Final documentation, final datasets with their associated metadata, data description documents and, if applicable, code.
* **Research project data**: All data and documents related to this research project used during the life cycle of the project including raw data.

The PI is responsible for managing all research project data during the life cycle of the data and submitting the final deliverables (specified herein) to CSCRS no later than 30 days after the completion of the project specified in the accepted project work plan.

Please fill out this form completely and email to Krista Nordback at [nordback@hsrc.unc.edu](mailto:nordback@hsrc.unc.edu) by **Thursday, April 1, 2021**. CSCRS will provide feedback within one month.

Questions? Please contact HSRC’s Embedded Research Librarian: Chris Gomola, [gomola@hsrc.unc.edu](mailto:gomola@hsrc.unc.edu) or 919-843-6794.

## Section 1: Project information

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| --- |
| **Project title:** |
| **Name of Principal Investigator (PI) and affiliation** **(select one):**  UNC  Duke  FAU  UCB  UTK |
| **Name of Co-Principal Investigator (PI2) and Affiliation (select one):**  UNC  Duke  FAU  UCB  UTK |

## Section 2: CSCRS master data management plan agreement

Yes, I confirm I have read and agree to the conditions/guidelines included in the master data management plan for the CSCRS.

## Section 3: Expected research project data

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| **What type(s) of data will be generated/collected: (in terms of nature and scale, e.g., numerical data, image data, text sequences, video, audio, database, modeling data, source code, etc.)** |
| **Will project use data from existing source(s)?**  Yes  No  **Please describe:** |

## Section 4: Policies for access and sharing

*Research Project Data* must be maintained by the PI until final project deliverables are accepted and approved by CSCRS.

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| **Storage:** where will research project data be stored during the life cycle of the project (at home university, in the cloud, etc.)? |
| **Data back-up plan**: please describe redundant storage strategies that will be used to ensure the data’s security and integrity during the life cycle of the project. |
| **Security:** how will data be protected from accidental or malicious modification or deletion (and what IT security measures are in place) during the lifecycle of the project? |

## Section 5: Personally identifiable information (*if applicable*)

*If the project data contains personally identifiable, private or confidential information, complete the following section.*

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| **Does the project include human subject research?**  Yes  No  **If yes, when is IRB approval for human subject research expected?** dd/mm/yyyy |
| **Does the project include proprietary or confidential business information?**  Yes  No |
| **Is there a Data Use Agreement in place?**  Yes  No  **Specify any restrictions placed on public use of the final dataset:** |
| **If applicable, what efforts will be taken to provide informed consent statements to participants and what steps will be taken to protect privacy and confidentiality prior to archiving the final dataset?** |
| **If you will not be able to anonymize the data in a manner that protects privacy and confidentiality while maintaining the utility of the dataset, describe the necessary restrictions on access and use *(describe what data will be shared, how files will be shared and how others will access them, etc.)*:** |

## Section 6: Data management timeline

| Task | Timeframe |
| --- | --- |
| PI submits a project DMP with the work plan to CSCRS | One month before project starts |
| CSCRS reviews the project DMP and either accepts it or provides revision comments to the PI | Within 1 month of DMP submission |
| PI submits revised project DMP, addressing comments received from CSCRS (if necessary) | Within 1 month of receiving CSCRS revision comments |
| Project ends | Date as stipulated in project work plan |
| PI submits Final Deliverables in original (not for archiving) and non-proprietary (.pdf, .csv, .txt) formats (for archiving) to the CSCRS ([info@roadsafety.unc.edu](mailto:info@roadsafety.unc.edu) and cc kumfer@hsrc.unc.edu)  This includes:   * Final Dataset (TXT or CSV) * Metadata (TXT or CSV) * Data Description Document (TXT or CSV) * Code (if applicable) (TXT or CSV) * Final Documentation (in both PDF and native proprietary format, such as Microsoft Word or Powerpoint) | Within 90 days of project end date |
| CSCRS:   * Secures all report and presentation (.pdf) files * Verifies operability of all data (.csv and .txt) files * Uploads all archival files to CSCRS Dataverse with appropriate access and restrictions on individual files for the embargo period * Links final materials to project description on CSCRS website * Sends the following information via one joint email to research.hub@dot.gov,   NTLDigitalSubmissions@dot.gov, and TRIS-TRB@nas.edu:   * Final Report URL(s) or PDFs for any resulting publications * URL(s) to, and associated descriptive metadata for, any final datasets from the research project * The funding agreement number of the project * The RH Display ID for the project * ORCIDs (unique researcher IDs) for all project investigators, contributors, and publication author(s) * Any documented project outputs or outcomes resulting from the research project (see Exhibit B for more information) | Within 60 days of project end date |
| CSCRS:   * Releases embargo (if applicable) * Makes any previously restricted materials public (published) in Dataverse | No longer than one year after project end date unless an exception has been granted |

## Section 7: End of project information for PI (to be completed when *Final Deliverables* are submitted)

Final datasets are the recorded factual material commonly accepted in the scientific community as necessary to validate research findings, i.e., the data needed to reproduce the final results. Only text (.txt), comma separated values (.csv) or tab delimited files will be accepted. All other Final Documentation must be submitted in **both** their native proprietary format (Microsoft Word, PowerPoint, etc.) **and** in .pdf format.

The PI must include the following metadata with the final dataset as part of the final deliverables:

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| --- | --- |
| Final dataset title (if different from project title): | |
| Describe the data in the final dataset (describe the content of the final dataset in lay terms): | |
| Subjects and/or keywords: | |
| Recommended tool or software for viewing the data (in addition to a basic text editor, such as Microsoft Notepad): | |
| Date(s) of data collection: | Locations of data collection: |
| *List file names for the documentation submitted*  Data description document:  Code (if applicable):  Final report:  Other deliverables: | |
| If the data cannot be made publicly accessible, explain why: | |

CSCRS is committed to data preservation. As part of the final deliverables, the PI will send all final datasets with associated metadata, data documentation, and, if applicable, code to CSCRS for archiving no later than 30 days after project completion. If the PI desires to preserve any additional data, the PI is welcome to send those to CSCRS for archiving.

An embargo period of one year may be placed on the data to allow the project team to retain first use rights of the data so that the research team has the ability to produce and publish peer-reviewed manuscripts of their research before the data are available to external users.

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| Do you want an embargo of up to one year placed on the final dataset?  Yes  No |
| Are there any additional concerns with the final data? *(Please consider all legal, ethical and professional obligations to the provider of the data.)* |

## Section 8: Plans for archiving and preservation (*for reference*)

Final deliverables from projects for which CSCRS is a full or partial funder will be archived in the CSCRS Dataverse hosted by the H. W. Odum Institute for Research in Social Science located at the University of North Carolina at Chapel Hill. There, the data will be preserved and made publicly available online via the Odum Institute Dataverse Network virtual archive. The Odum Institute virtual archive has been awarded the internationally recognized 2014-2015 Data Seal of Approval by meeting quality guidelines for trustworthy digital repositories. As a member of the Data Preservation Alliance for the Social Sciences and the Library of Congress National Digital Stewardship Alliance, the Odum Institute is recognized as a trusted and well-established data archive in the social science research and archiving communities. As such, it provides a strong archival and data distribution resource to the CSCRS.

In addition, these final deliverables, including datasets and accompanying material, will also be made publicly available through links on the CSCRS website and be deposited in the National Transportation Library. The CSCRS Dataverse will store submitted CSCRS files in perpetuity. If UNC were to close their instance of the Dataverse, there is a survivorship agreement among the member institutions to ensure that all deposited files will continue to be hosted.

These materials are intended to be used for research. All content archived in .pdf format will be readable but will be secured against copying and editing.

All final datasets in .csv or .txt format will carry a Creative Commons, CC0 – “Public Domain Dedication.”

The user may share by copying and redistributing the material in any medium or format and may adapt by remixing, transforming, and building upon the material. Dataverse Community Norms (http://best-practices.dataverse.org/harvard-policies/community-norms.html) as well as good scientific practices expect that proper credit is given via citation.