

Guidelines for Data Management Plans Templates and Examples for the NOAA Restoration Center

NOAA's Data and Publication Sharing Policy

Environmental data and information collected and/or created under NOAA grants and cooperative agreements must be made visible, accessible, and independently understandable to general users, free of charge or at minimal cost, in a timely manner (typically no later than two (2) years after the data are collected or created), except where limited by law, regulation, policy or security requirements. Failing to share environmental data and information in accordance with your Data Management Plan may lead to enforcement actions and be considered by NOAA when making future award decisions.

More information about the Data Sharing Policy is available on NOAA's Environmental Data Management Committee website at:

https://geo-ide.noaa.gov/wiki/index.php?title=Data_Sharing_for_NOAA_Grants_PD

This website includes:

- NOAA's Procedural Directive for grants, cooperative agreements, and contracts, including data management award conditions
- Frequently Asked Questions

The Data Management Plan you submit may be posted to the internet by NOAA, and serves to document how the recipient intends to comply with their award conditions related to collecting and making data available to the public. NOAA's National Centers for Environmental Information (NCEI) is one option for publicly archiving data. Information about archiving data at NCEI is available at: <https://www.ncdc.noaa.gov/customer-support/archiving-your-data-ncdc>. The RC is not offering specific technical guidance regarding data format or archiving. Proposals are to describe their proposed approach. Use of open-standard formats and methods is encouraged. Proposals are permitted to include the costs of data sharing or archiving in their budgets.

Questions about these guidelines may be directed to the NOAA Restoration Center's lead for monitoring and evaluation, Polly Hicks, at Polly.Hicks@noaa.gov.

Data Management Plans

Each proposal submitted to NOAA should contain a Data Management Plan. These plans should include:

- the types of environmental data and information to be created during the course of the project;
- the tentative date by which data will be shared;
- the standards to be used for data/metadata format and content, including a quality control process;
- methods for providing data access;
- approximate total volume of data to be collected; and
- prior experience in publishing such data.

Suggested Data Management Plan Template:

The [project name (award #)], implemented by [applicant name] will generate environmental data and information, including [type(s) of data that will be collected]. Datasets will include [additional detail regarding data collection methods, quality control and metadata]. Data will be collected by [person/group collecting data] according to the procedures described in [application/manual/published article], and stored [location/method of data storage]. The data will be available [where/how] starting on [date no later than two years after data collected/created]. In the past, we have shared similar data by [past data sharing methods, if any]. All future sub-awardees not identified in this plan will have as a condition of their contract acceptance of this data sharing plan. Contact [name]at [phone/email] for more information.

Template Example:

The Salt Marsh Restoration Project, implemented by We Heart Marshes, will generate environmental information, including pre- and post-restoration assessments of the number of acres/stream miles with improved tidal wetland hydrology. Topographic data will include pre- and post-restoration controlling bottom invert elevation, controlling top invert elevation, channel widths, and channel depths. Hydrographs documenting at least one full 28-day tidal cycle pre- and post-restoration will be collected. The number of acres/stream miles improved will be estimated by We Heart Marshes within one year of project implementation. Post-restoration topography data will be collected by the construction contractor or sub-contractor within one year of implementation. Topographic data will be collected via standard survey techniques and recorded electronically and in field notebooks. The hydrographs will be created using pressure transducers at locations upstream and downstream of the former tidal restriction. Measurements will be taken every 15 minutes.

Data collection will be supervised by We Heart Marshes' senior scientist, Mr. Spart Alterniflora. Our data collection and quality control processes are fully described within the proposal, and we will contact the National Centers for Environmental Information to confirm their ability to archive our data. The data will be available to the public by September 1, 2019. In the past, we have shared similar data through grant progress reports and presentations to our town Conservation Commission. Contact Spart Alterniflora at s.alterniflora@weheartmarshes.org or 123-456-7890 for more information.

Real World Example:

The Mountain View Restoration Project, implemented by Ducks Unlimited, Inc., will generate environmental data and information, including data on sedimentation rates, vegetation cover, water quality, and fish. Datasets will include sedimentation rates; rate of vegetative colonization; water quality components such as dissolved oxygen, salinity, and specific conductance; and fish use of the newly restored site. Data will be collected by local researchers and compiled by the South Bay Salt Pond Restoration Project into an annual self-monitoring report. The data will be stored on the SBSP Restoration Project website (<http://www.southbayrestoration.org/monitoring/>). The data will be available to the public at this website no later than two years after it was collected, through 2050, or the end of the SBSP Restoration Project. Contact XXX (lead scientist for the project) at (phone number) or

(email address) for more information or to make a data request outside of what is provided on the webpage. In the past, the SBSP Restoration project has shared similar data that you can find at the website. All future sub-awardees not identified in this plan will have as a condition of their contract acceptance of this data sharing plan. Any additional data sharing stipulations for future sub-awardees may be outlined at that time and described in their contract.