

Sample Data Management Plan: Biosciences

The data generated through the work described in this proposal will consist of

in both raw and curated forms, and will include relevant statistical analyses. These data will consist primarily of

These data will be collected using the instruments and methods described in the proposal and will include datasets generated from commonly accepted data acquisition software, with essential metadata presented as headers in the relevant electronic files, or included along with the indexed laboratory notebook narrative.

Records of results will be labeled and will be stored as either hard copy or as digitized images.

These data will provide an experimental look at the

As such, they will be of interest to the _____ community, as well as the _____ community.

All members of the investigative team with access to data will receive instruction in the Responsible Conduct of Research (RCR); this instruction will include CITI training and additional training onsite. Original data notebooks will be retained in a secure location in the PI's laboratory, with electronic data backed up on American University's off-site storage servers whenever the nature of the data makes such archiving possible. If requested, data will be made available for sharing to qualified parties by the PI, so long as such a request does not compromise intellectual property interests, interfere with publication, invade subject privacy, betray confidentiality, or precede data curation. Data that are shared will include standards and notations needed to interpret the data, following commonly accepted practices in the field. Data will be available for access and sharing as soon as is reasonably possible, normally no longer than two years after its acquisition.

Data will be retained for at least three years beyond the award period, as required by NSF guidelines. In the event that discoveries or inventions are made in direct connection with this data, access will be granted upon request once appropriate invention disclosures and/or provisional patent filings are made. Key data relevant to the discovery will be preserved until all issues of intellectual property are resolved.

Insert one of the following statements, modified as necessary:

A) The data to be acquired in the proposed project will not involve human subjects.

B) The data to be acquired in the proposed project will include human subjects' data that require Institutional Review Board approval. As detailed in the human subjects section of the proposal, all rules and regulations related to privacy (i.e., HIPPA) will be observed with specific regard to collected data.

If data are de-identified: To preserve confidentiality, each subject will be assigned an arbitrary code that will be associated with the data, and only data stripped of all potential identifiers will be stored in the collected and curated data sets. One file that contains the links to subject names and identifiers will be kept in a password-controlled file that will be accessible only to the subject coordinator. De-identified electronic data will be stored on external hard drives and DVDs, and copies of de-identified data will be preserved off site on the [] server.

If data include identifiers: It is recognized that potential identifiers may exist in the datasets. All hard copies of data that contain such identifiers will be kept in a locked area of the laboratory or office, with key access available only to the PI and subject coordinator. All electronic data will be encrypted and stored in password-protected files that will be accessible only by the PI and the subject coordinator. All members of the American University community who may have access to the digitized storage files will receive appropriate HIPPA training from CITI.

C) (IF NECESSARY) The data to be acquired in the proposed project will include data collected from experimental animals, as described in the institutional animal care and use section of the proposal. All such data will be collected only under IACUC-approved protocols that will be preserved with approval numbers and signatures by the PI. Observations of animal behavior, viability, or phenotype will be preserved as described above.

The data acquired and preserved in the context of this proposal will be further governed by American University's policies pertaining to intellectual property, record retention, and data management.