SOCIAL DATA INITIATIVE
Social Data Research and Dissertation Fellowships
Data Management Plan Requirements

EXECUTIVE SUMMARY

Your data management plan (DMP) should be a brief document, no more than two pages, submitted as supplementary material to your application. This document's purpose is to explain how data will be used for investigations. Please address the following in regard to any data collected:

- *What data will your research use?*
- *What methods are you using to collect these data?*
- *What data will your research generate?*
- *What is your plan for managing the data during the project and after your project is complete?*

For reference, "data" is defined as factual material collected throughout investigations and used to validate research conclusions. While data vary per discipline, for this grant program examples would include social media posts, metadata, algorithms, databases, geospatial coordinates, survey data, and interview data. Your DMP should be reflective of the data you use or generate in your research and align with the best practices in the social sciences. Appropriate DMPs should be robust, enabling peer reviewers to assess your plans for collecting, storing, sharing, and using data.

Your plan should also address how metadata (e.g., informational data describing other data, such as date of collection, source, data structure, and so on) will be handled by Principal Investigators and participants who have access to these data. Appropriate DMPs will explain how all data are to be disseminated, securely stored, shared (if applicable), and securely destroyed (if necessary), as well as how data will be made available to the public. If data will not be made available to the public, an explanation of this decision will suffice.

Applicants can find examples of acceptable DMPs at **https://www.neh.gov/about/foia/library** by scrolling down to "Data Management Plans From Successful Applications (2011-2014)." Additionally, many institutions of higher education have resources at libraries or Offices of Sponsored Research (or the equivalent) to assist with DMP construction. Some institutions or disciplines will recommend repositories for storage. We also welcome questions at **socialdata@ssrc.org**.

DATA MANAGEMENT PLAN REQUIREMENTS

The DMP should describe how data will be managed, preserved, and disseminated. It should include information on the rights and responsibilities of all parties involved in your project with regards to data management, preservation, dissemination, and destruction. It should also address changes to these rights and responsibilities should a member of your team join or leave the project (note that any changes to your project team should be reported to SSRC so that appropriate changes to data access agreements can be made). Please see below for details on specific DMP requirements.

1. ***Data description***. The DMP should detail the types of data that you will acquire or produce during this project. It should then describe the types of data that you will retain or share.

   Principal Investigators should consider and address the following:
   - the types of data your project might generate, use, and/or share, as well as the conditions and methods under which you would generate, use, and/or share the data;
   - factors that might hinder your ability to manage data (e.g., legal, ethical, and/or institutional constraints on data access and sharing); and
   - any other information related to data management (e.g., how it will be generated or acquired, metadata).

2. ***Data retention and sharing***. The DMP should detail the data formats, approaches, and mechanisms that you will use to retain and share data and metadata. It should include the lowest level of aggregated data you might share with the scholarly community and/or public. It should also include a description of policies for timely scholarly and public access, including specific steps taken for privacy protection, anonymization, confidentiality, intellectual property, security, and any other data access requirements and considerations. If your team includes cross-institutional collaboration, please address how data will be shared and managed across institutions.

3. ***Data storage and preservation***. The DMP should describe the resources, facilities, and measures--physical and digital--that you will use to store and protect data.

04/2020

POST-AWARD MONITORING

After a grant is awarded, the Social Data Initiative will monitor your team's data management through evaluations of the required Interim and the Final Reports. Grantees are required to submit:

Interim Report: Submitted approximately halfway through the grant, grantees are expected to provide information on data management and research progress. Examples of this could include descriptions of data sharing, descriptive statistics, dissemination of results, or citations of relevant publications.

Final Report: Submitted within 60 days of the end of the grant term, this report includes a narrative report on the work accomplished. In this section, grantees must include a discussion of the DMP describing:

- data produced during the grant period;
- data to be saved after the grant period ends;
- confirmation that data will be available for sharing;
- descriptive statistics;
- strategy for disseminating data;
- what community standards will influence the data dissemination format;
- expected formatting to make data and metadata available to others; and
- the archival location of data.

References and Resources:

This document was informed by DMP guidelines at the National Science Foundation and the National Endowment for the Humanities. Their guidelines are available here:

- Data Management Plan for SBE Proposals and Awards:
  https://www.nsf.gov/news/news_summ.jsp?cntn_id=118038
- National Endowment for the Humanities Office of Digital Humanities Data Management Plan guidelines:
  https://www.neh.gov/sites/default/files/2018-06/data_management_plans_2018.pdf

Many academic libraries and organizations provide guidance for creating data management plans. For example:

- The California Digital Library provides guidance about data management:
  https://dmptool.org/general_guidance and a tool to help develop DMPs: https://dmptool.org/
- MIT Libraries provides guidance for writing DMPs: https://libraries.mit.edu/data-management/