**DATA MANAGEMENT PLAN (2 pages maximum)**

*Your DMP should reflect the procedures, standards and best practices typical in your discipline.*

1. Describe the roles and responsibilities of all personnel who will be involved in data management activities

2. Describe the types of data or products that will be generated (e.g., test scores, survey responses, images, data tables, video or audio data, software, curricular, or exhibit materials).

3. Describe the data formats that will be used (e.g., software code, text documents, XML files, websites, image files, data tables, or physical materials).

4. Describe how these data or products are to be stored, preserved, and shared.

5. Describe any restrictions on data or product storage, access, preservation or sharing. *Access and sharing of data and products should reflect appropriate protections for IRB, privacy, confidentiality, data security, and intellectual property.*

6. Describe how long access to and sharing of data and products will be maintained after the life of the grant project. Explain how any associated costs will be covered and by whom. *If data or products are to be preserved by a third party, please refer to their preservation plans if available.*

7. Describe any guidelines for reuse, redistribution, or production of derivatives.

UHCL Requirement: reference (do not attach) the University of Houston System SAM Policy 07.A.08 Data Classification and Protection