Plan Overview

A Data Management Plan created using DMPTool-Stage

Title: Sample NEH Plan

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Template: NEH-ODH: Office of Digital Humanities

Project abstract:

This is a sample NEH DMP to use as a sample for creating your own DMP.

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Copyright information:

Sample NEH Plan

This project will consist of students and the PI data-mining a large section of the Humanities literature in European Studies to determine trends in language terminology used to describe marriage.

It is expected the project will generate approximately 1TB of data from google documents such as google sheets, Excel spreadsheets with tabular and descriptive data.

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The lowest level of aggregate data available will be collected totals of terms and demographic information on source materials. It is expected data will have the least amount of publicly identifiable information.

Project PIs will have access to the complete dataset, while students and others contributing content will have access to the content they contribute.

Project data will be shared on a project website, with requests for data considered on an ad hoc basis.

Metadata for the project will conform to a modified Dublin Core schema, with a limited number of fields designated to provide access to the materials.

Data is expected to be retained during the funding period for the project. Once the funding project is completed, data will be retained for a minimum of five years.

Access to data will be considered on an ad hoc basis according to the nature and use of the request.

Timely access to materials will be a priority for the PI and collaborators.

Data will collected and stored in a variety of formats including Excel, google documents, and potentially more complex analysis tools such as SPSS and SAS. Many of these formats are proprietary. Public and open file formats will be used when possible to ensure robust preservation standards will be available.

Privacy of data will be observed and managed through the use of secure servers. Non-PIs will have limited access to the full-dataset.

Intellectual property concerns will be brought to the attention of the Technology Transfer staff and offices. Potential issues will be discussed with them. It is expected there will be minimal issues in this area.

Binghamton University Libraries uses Ex Libris' state-of-the-art digital preservation system known as Rosetta. Rosetta is a trusted digital repository used by leading institutions around the world including National Library of New Zealand and the Eidgenössische Technische Hochschule Zürich (ETH-Zurich). The Rosetta system follows international standards for digital preservation such as the Open Archival Information System (OAIS) Reference Model (ISO 14721:2003). The use of the Rosetta system provides for sustainable, long-term archiving of data and will provide the project, its primary investigator, and the literature community with an institutional commitment to data preservation and access that continues to be updated with the

advent of newer technological advances.

Additional preservation opportunities will be explored through github and other sites that provide open data to the public. It is expected this dataset will be of interest to those beyond the literature community.