Project Information

Project Name: (This should be the same name entered into BASIS)

The name must be unique.
BASIS Number: (This will allow future entries in Compass to use the DMP and update the DMP.)

Principal Investigator(s):

Collaborating Agencies/Organizations:

Collaborator Contact Info:

Summary of Project: (This should be the same as in BASIS.)
Project Start Date: (This should be the same as in BASIS.)

☐ (YYYY-MM-DD)
click in the text field to set the date

Project End Date: (This should be the same as in BASIS.)

☐ (YYYY-MM-DD)
click in the text field to set the date

Information Specialist: (This could be the PI or a designee who has overall responsibility for data acquisition, processing, quality control, documentation, and preservation. This person is likely to be helped by data specialists and oversee their work.)

Plan and Acquire

Will this project collect new data?

☐ Yes ☐ No

Will this project use existing USGS data?

☐ Yes ☐ No ☐ Unknown

If you answered 'Yes' above, where did existing dataset(s) come from?

Is that data published or publicly available?

☐ Yes ☐ No
Will this project use contracted or donated datasets (data from external sources)?

☐ Yes ☐ No ☐ Unknown

If you answered 'Yes' above, where did contracted or donated dataset(s) come from?

Will you be able to store a local copy of the contracted/donated data?

☐ Yes ☐ No ☐ Unknown

Estimated volume of all the data that will be collected, acquired, and/or generated:

MB or TB?

Will the project need to buy any new software, licenses, or IT equipment to collect or process the data?

☐ Yes ☐ No ☐ Unknown

If you answered 'Yes' above, please explain below.

How many payperiods have been requested for project staff to assist with these tasks?

<table>
<thead>
<tr>
<th>Task</th>
<th>Payperiods</th>
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</thead>
<tbody>
<tr>
<td>Project planning</td>
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<tr>
<td>Data acquisition</td>
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<td>Data processing</td>
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<td>Data backup and archiving</td>
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<td>Publication and data release</td>
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<td>Prepare metadata and documentation</td>
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<tr>
<td>QA/QC</td>
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</tbody>
</table>
Describe and Manage Quality

Are you publishing or archiving data in a proprietary or non-proprietary format?

☐ proprietary  ☐ non-proprietary  ☐ Both

Are you archiving data in a digital or non-digital form?

☐ digital  ☐ non-digital  ☐ Both

Are file naming conventions going to be used that help describe the data?

☐ Yes  ☐ No

How will the raw, unpublished data files be documented for future usefulness?


Who is going to be responsible for producing your metadata in a FGDC-endorsed standard?


Describe planned QA/QC procedures during data acquisition and processing.


Which of the following will be included with your data?

☐ Supporting documents (i.e. fieldbooks)
☐ Standardized logs (i.e. FACS logs)
☐ Standard operating procedures
Backup/Secure and Preservation

See your local IT group for help on these questions.

Where does the project plan to store copies of research files and data to ensure their safety?

Where are hardcopy notebooks, disk copies of data, and physical samples going to be physically stored?

How many copies of data will be maintained and how will they be kept synchronized?

Are the data and backups going to be stored in multiple places and on different media types to protect against a single-point failure?

☐ Yes  ☐ No

Who will be responsible for archiving project data on the server?

Will there be an easily accessible index that documents where all archived data are stored and how they can be accessed?

☐ Yes  ☐ No  ☐ Not sure

There will be if you use Compass.
If your data is not on the SPCMSC project server, how often will backups be performed?

Who will be responsible for the backups?

This will be IT, if you store data on SPCMSC project server

How long are backups going to be kept?

What will the final format of the data be? Check all that apply

- ArcASCII
- AVI
- CSV
- DOC
- DOCX
- JPEG
- MAT
- MOV
- MPEG-4
- netCDF
- PDF
- SEGY
- SHP
- TIFF
- TXT
- XLS
- XLSX
- XML

List other formats here.
Is that format appropriate for long-term preservation (i.e. non-proprietary, machine readable)?

- Yes
- No
- Not sure

**Release, Publish, and Share**

What methods will be used to improve access to data after it is released?

What methods will be used to publish data interpretations and/or new methods?

How is non-interpretive data going to be released?

Will there be a webpage associated with this project?

- Yes
- No

If there is an existing web page, enter the URL below.

Describe project policies for sharing data with internal and external sources before publication.


Will there be any access or use restrictions on the data (e.g. sensitive data, restricted data, etc.)?

- Yes
- No

If you answered 'Yes' above, please explain.

Is there a deadline for sharing your data as required by the funding agency?

- Yes
- No
- Unknown

If you answered 'Yes' above, what is the deadline?

Submit