DATA MANAGEMENT PLAN

1. **Types of data, samples, physical collections, software, curriculum materials, and other materials to be produced in the course of the project.**

   The proposal, bid awards, system delivered, minutes of the Governance Committees, annual reports, tutorial materials, workshop materials, and presentations for outreach to others will exist as separate documents, and will be stored, archived and preserved n CSU Libraries' Shared Digital Repository for as long as they are relevant.

   CSU Libraries' Shared Digital Repository will also be used to store prepublications, data sets, and protocols for the project participants to store, preserve, and make accessible their published information.

2. **The standards to be used for data and metadata format and content (where existing standards are absent or deemed inadequate, this should be documented along with any proposed solutions or remedies).**

   Files will be in standard formats, including PDF, ASCII text, and MS PowerPoint.

   Each of the documents will be deposited in CSU's Shared Digital Repository, and complete metadata for each of the files will exist, as it is required for deposit.

   The Dublin Core metadata standard used by the library and information science community will be used for metadata.

3. **Policies for access and sharing including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements.**

   The availability of the data sets will be communicated to peers and at conferences, and referenced in any publications. The materials will be licensed under a Creative Commons license (http://creativecommons.org/), and made available freely to all, with no embargo period and no restrictions on access. The materials will be made available via persistent URLs configured for discovery by all major web crawlers.

4. **Policies and provisions for re-use, re-distribution, and the production of derivatives.**

   Users may reuse any or all of the materials, and produce derivative works, but will be asked in the Creative Commons license to reference the generating institution if a significant amount of the information is reused.

5. **Plans for archiving data, samples, and other research products, and for preservation of/access to them.**

The data and related materials will be stored and backed up in CSU's open access digital institutional repository, a service jointly provided, operated, and managed by the CSU Libraries and the Department of Academic Computing and Networking Services. The data sets, documents, associated publications, and metadata after being deposited are preserved in the University of Colorado's PetaLibrary for as long as they are relevant.

The CSU Digital Repository, in combination with the University of Colorado's PetaLibrary, provide an exceptionally high-quality environment for data discovery, accessibility, transmissibility, and preservation. The CSU Libraries faculty and staff are experts in operating, managing, and sustaining digital data in formal repositories, possessing over ten years of experience with multiple metadata schemes, harvesting of metadata and crawling of digital objects, digital rights management, and preservation.