**Sea Grant Data Management Plan Form**

***Proposal Submission Phase***

***Title of the Proposal (required answer)****:*

***Name of the lead PI (required answer)****:*

***Contact Information (required answer)****:*

***Dataset Description(s) (required answer)****: What data will the dataset(s) contain? This includes descriptive details on data types, inclusion of metadata,  data format(s), collection times / date ranges, etc. What name(s), if any, will be designated to the dataset(s)?*

***Do you agree to release all data no later than 2 years after the end-date of the project? (required answer)****:*

***Issues (required answer):*** *Are there any legal, access, retention, etc. issues anticipated for the dataset? If yes, please explain.*

***Data Size****: What will be the estimated size of the dataset? Please report estimated number of MB, GB, TB, etc., collected.*

***Data Format****: What format will the dataset utilize? (i.e., Excel file, model code, audio/video recording, etc.)*

***Ownership (required answer)****: Who will own the dataset, if not the lead PI’s university?*

***Post-Processing****: What post-processing, QA/QC will this dataset undergo? Who will be responsible for performing this post-processing and QA/QC to prepare the dataset for its deposition into a repository?*

***Preservation Plan (required answer)****: What data repositories will be used to host the dataset? If none, how will the data be preserved?*

***Products****: Will any information or data products be developed from this dataset? How will the related costs be supported? Which organization(s) will be producing these products?*

***Other Comments****: Are there any additional comments related to the data that will result from your Sea Grant-funded study?*

**Sea Grant Data Management Form**

***Project Completion Phase***

***Date Submitted (required answer):***

***Title of the Proposal (required answer)****:*

***Name of the lead PI (required answer)****:*

***Contact Information (required answer)****:*

***Dataset Description(s) (required answer)****: What data do the dataset(s) contain? This includes details on data type,  format, collection times / date range, etc. What name(s), if any, will be designated to the dataset(s)?*

***Issues****: Are there any legal, access, retention, etc. issues existing for the dataset(s) (i.e.; IRB restrictions)?*

***Data Size****: What is the estimated size of the dataset? Please report estimated number of MB, GB, TB, etc., collected.*

***Data Format****: What format(s) do(es) the dataset(s) utilize? (i.e., Excel file, model code, audio/video recording, etc.)*

***Ownership (required answer)****: Who owns the data, if not the lead PI’s university?*

***Post-Processing****: What post-processing, QA/QC has this data undergone? What organizations performed this post-processing and QA/QC to prepare the data for its deposition into a repository?*

***Preservation Plan (required answer)****: What data repositories were used to host the dataset? If none, how was the data preserved? Please provide URL for any data repositories that were used to preserve this data and any necessary information needed to extract the data.*

***Keywords (required answer)****: Please provide a list of terms used to query the database.*

***Release Date (required answer)****: When will this dataset be available to the public? Reminder: the release date must be no later than 2 years after the end of the project.*

***Products (required answer)****: Have any information or data products been developed from this dataset? Which organization(s) produced these products? Please provide a location for any products that were produced as a result of this project.*

***Preferred Data and Product Citations (required answer)****: How to reference data, publications, or any other project outcomes?*

***Other Comments****: Are there any additional comments related to the data that you produced with your Sea Grant funding?*