Creating and Implementing Your CA LCC Data Management Plan

Deanne DiPietro
Zhahai Stewart
CA LCC Data Managers

Call-in number: 866-737-4154
Passcode: 2872670

Presentation Outline

- About Data Management Plans

- How to create and edit a DMP on the Climate Commons

- Responsibilities and getting help

- Answer any questions

About Data Management Plans

A Data Management Plan is a document that describes the data produced by a project and the way those resources will be stored, documented, and shared for use by others.

Purposes:

- Internal to LCC: tracking & supporting effective usage of project deliverables

- Bigger picture: supporting science with transparency, data sharing, collaboration

CA LCC's Requirements for funded projects

"When a proposal is identified for funding by the CA LCC Steering Committee, a written Data Management Plan must be delivered and approved by the Coordinator and Science Coordinator within 3 months of proposal acceptance."

- We request that you submit your draft Plan **within 60 days** so we can work with you to complete it and get it approved in time.

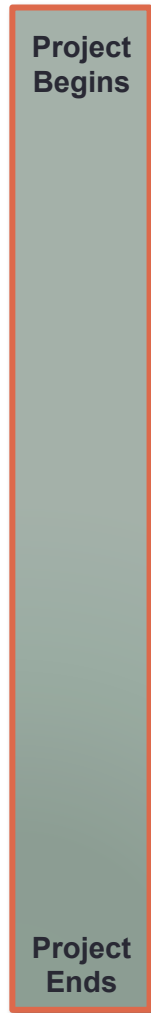# The Project Timeline and your Data Management Plan

Project Lead

Within 60 days: Submit draft Plan

.
.
.

(Edit Plan as needed, as a living document)

.
.
.
.

Update and implement final Plan (share, archive, and get data cataloged on the Commons)
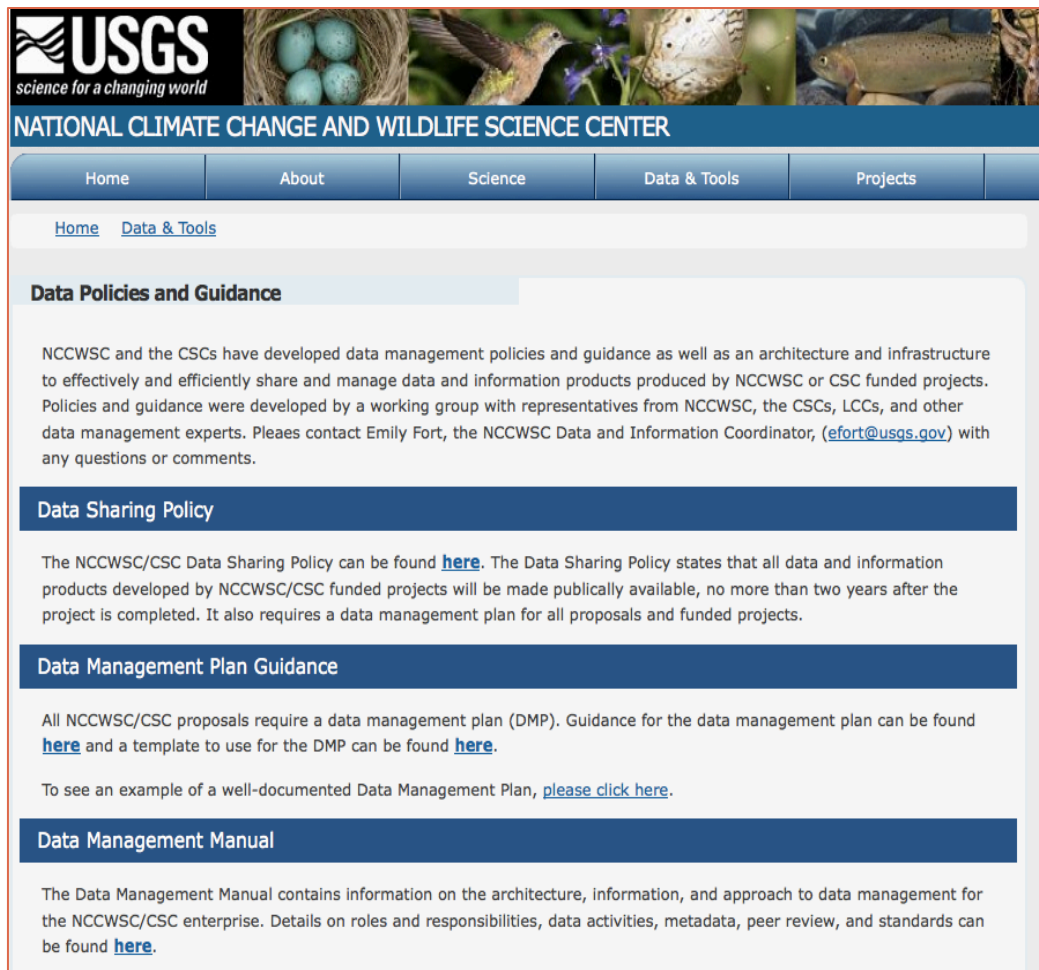
Deliver final report and data products

Project Begins

.
.
.
.
.
.
.
.

Project Ends

CA LCC

By 90 days: Approve Plan

(Provide support as needed)

Help with cataloging, hosting, and archiving.

Wrap-up interview, approve implemented Plan

Guidelines, Standard

- Nat'l LCC Data Management Best Practices

- The standard we follow: NCCWSC
- [Example of a NCCWSC Data Management Plan](#)

- Example of a [CA LCC Data Management Plan](#)

Overview of a Data Management Plan

Section records are created using form on the Climate Commons
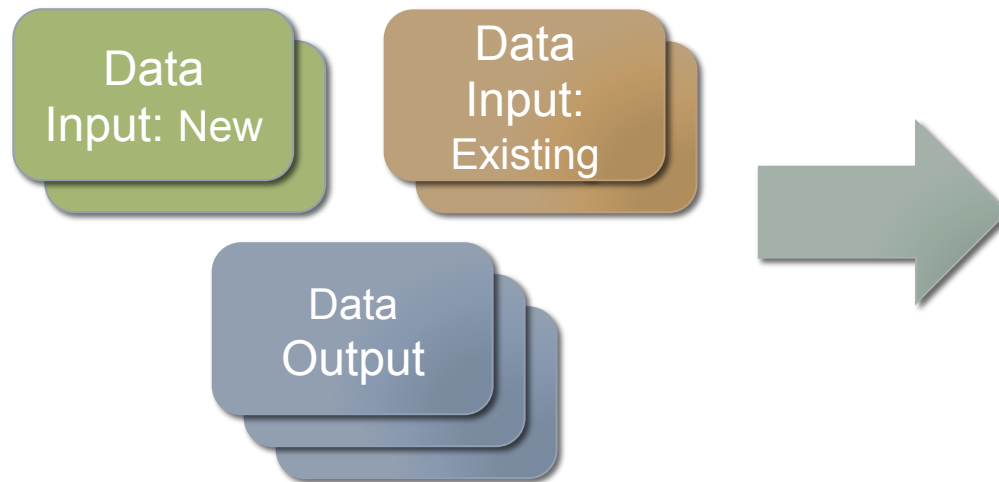
- composed of one section per dataset, section types:
  - Data Input – New Collection
  - Data Input – Existing Collection
  - Data Output – Product or Deliverable
- each edited individually on the Climate Commons website
- automatically combined and reformatted into single document in the NCCWSC style

How to create and edit a DMP

- Using Tidal Marsh DMP, zero in on a given example section; open in editor to fix something
- Log in, show & explain project record view
  - Help document linked
  - Review/edit existing sections, or add new section
  - Compare to list of cataloged deliverables below
- Open the web page for same section highlighted in review of DMP document
  - Edit page, show editing concepts (field description below, adjust size, use SAVE)
  - Do sample edit to fix problem identified previously, save, show it changed in the DMP doc
- Demo creating a new section

Responsibilities: Project Lead

- <u>Draft</u> the Plan and submit it within 60 days of the project start, schedule review and have it approved by LCC within 3 mo of start,

- <u>Update and modify</u> the Plan as things change during the project,

- <u>Finalize and implement</u> the Plan: work with us to catalog the data products on the Commons, share and archive data beyond the project end date,

- <u>Ask</u> for help when needed.

Responsibilities: CA LCC

- Provide tools and instructions,

- Provide support when requested,

- Assist in CA LCC approval of draft and final, implemented Plan,

- Provide cataloging of products and hosting (if needed).

How to Get Help

- Read the instructions (they're linked on your project page), look at examples,

- Call or email us-- Deanne and Zhahai are at your service anytime you have questions or want help.

<p style="text-align:center">

ddipietro@pointblue.org

and

zstewart@pointblue.org

</p>

Questions?