Texas Tech University Template Language for Data Management Plans

Applicants for federal funding requiring Data Management Plans may incorporate or adapt the following language in their plans if they intend to use the Texas Tech University Dataverse to host their research data. Principal Investigators who intend to use the data repository can start the process by contacting the Data Management & Metadata Librarian at matthew.mceniry@ttu.edu.

Texas Tech University provides Data Management Plan development with the DMPTool at dmptool.org. The Texas Tech University Libraries offers consultations for data management plans. Please contact the group at libraries.datamanagement@ttu.edu for more information about this service.

Note to authors of DMPs: All your Data Management information should be in order, with the sharing and management decided upon if/when you consulted with the University's IRB. The template language below is intended to be a starting point only and can be used in your Data Management Plan. Also note that the Texas Tech University Dataverse does not accept identifying or sensitive information (HIPAA/FERPA). That type of data must be de-identified before deposited into the repository.

Suggested text to include in your DMP section on "Data Sharing and Access"

The online Texas Data Repository (dataverse.tdl.org/dataverse/ttu) will be used to share datasets through the Texas Digital Library (TDL) and managed by local Texas Tech University librarians. The Texas Digital Library is a consortium of academic libraries in Texas with a proven history of providing shared technology services to support secure, reliable access to digital collections of research and scholarship. The Texas Data Repository is a project of the TDL and its member institutions to develop a consortial statewide research data repository for researchers at Texas institutions of higher learning.

Data will be curated in the repository following accepted standards (NISO Framework Advisory Group, 2007). A persistent identifier, a DOI, is created for each data set published. Datasets in the repository will be maintained for at least ten years.

The project team will work with the Texas Tech University Data Management & Metadata Librarian as necessary in assigning appropriate metadata and in determining appropriate embargo periods for the individual digital resources. For data sources that are embargoed for some period of time, the metadata records will be available to allow discovery of the resources. All project-related materials, such as technical reports, presentations, and publications, will be made accessible through the Texas Tech University Institutional Repository (https://ttu-ir.tdl.org/ttu-ir/).

Suggested text to include in your DMP section on "Metadata for Data Management"

Metadata records will be created to describe each of the project's digital resources. Metadata for the project data will provide information on subject, provenance, authorship, methods, and post-processing,

and a Creative Commons copyright statement that will support discoverability and use of the collection. Available metadata schemas will enhance discovery and provide the opportunity for long-term preservation of datasets. Metadata records will be retained by the Texas Digital Library for at least 10 years after submission and may be available longer through the Texas Tech University Institutional Repository.