ATTACHMENT 2a: NCCDPHP DMP Template

Form Approved

OMB NO: 0920-xxxx

Exp. Date: X/XX/XXXX

NCCDPHP Data Management Plan (*DMP*)

for use by applicants and awardees of contracts and notices of funding opportunity (NOFOs)

Background: The DMP should be developed during the project planning phase prior to the initiation of collecting or generating ***public health data*** and regularly updated as plans evolve. The DMP will be evaluated by CDC for completeness and quality at the time of application submission, award, or submission of the evaluation plan; at least annually thereafter; and when the project approaches termination. ***Public health data*** means digitally recorded factual material commonly accepted in the scientific community as a basis for public health findings, conclusions, and implementation. It does not include grantee progress reports, administrative data, preliminary analyses, drafts of scientific papers, plans for future research, reports, communications with colleagues, or physical objects, such as laboratory notebooks or specimens. In most cases, acquisition of secondary data does not require a DMP. For projects in which CDC aggregates, analyzes, and disseminates awardees' data, CDC may choose to develop the DMP. If the applicant or awardee believes that their project does not meet the criteria for submission of a DMP, the applicant/awardee must provide a justification.

Data Management Plan Requirement: ☐ Required ☐ Not Required

Reason not required: _____

Phase of project (check one): ☐ New Application ☐ New Award ☐ Evaluation Plan ☐ Continuation ☐ Final

Date: _____

NOFO or Contract name: _____

NOFO or Contract (solicitation or award) Number: _____

Awardee Name or Number: _____

Description of the Data

In the following table, identify the data to be generated or collected for the public health dataset. If the project involves more than one, repeat this table for each public health dataset. All cells should be filled with brief answers. Expand cells as needed. Where necessary, state "n/a" or "plans pending"; however, the final DMP must have substantive responses for all cells

Dataset Title	Study Type/Design	Frequency of Data Collection	Data Collection Timeframe	Where Data Will Be Maintained During Study Period	Responsible Person / Contact Information
Describe the content (topics, variables) of the data					
Description of Standards for Collecting Data					
Describe the data collection/generation methods					
Describe measures to ensure data quality					
Providing Access to Data					
Describe what level of access (free public access, restricted access, no access) of data will be provided and when it will be made available (must be within 30 months of a one-off collection; 12 months for close of a cycle for an ongoing collection)					
Describe when, where, and how the data will be available (e.g., URL for downloading public access dataset, discoverability and procedures for gaining access to restricted dataset)					
If free public access to the data will not be provided, give a justification					
For data that will be released, describe procedures for data security, privacy / confidentiality (removal of PII, data use agreements, website security, etc.)					
Description of Standards Accompanying Release of Data					
Describe the established standards to be used to ensure usability and interoperability of data (e.g., ICD codes, CSV files, etc.)					
Describe the documentation that will be available regarding data source (e.g., population studied, response rate, etc.)					
Describe the documentation that will be available for analysis (e.g., data dictionary, sample code)					
Archival and Long-Term Data Preservation					
Describe the planned long-term preservation (how long the data will be stored, when the data can be accessed, who has access) or the justification for no long-term preservation					
If applicable, name the planned final location of the data (publicly accessible repository, institutional or governmental repository, etc.) and describe how					

it can be accessed (including link or contact information for archived data)	