

# ATTACHEMENT 2d: NCIPC DMP Template

## NCIPC Data Management Plan Template

### **Project Identifiers and Description of Data**

<b>Project Title:</b>	
<b>Principal Investigator Agency/Contact Information</b>	
<b>Data Steward (if different from Principal Investigator)</b>	
<b>Funding information (type and number)</b>	
<b>Data Publisher/Owner</b>	
<b>Last date DMP updated</b>	
<b>Tags</b> Tags (or keywords) to help users discover the data set; please include terms that would be used by technical and non-technical users.	
<b>Brief Description of project and data that will be collected.</b> Include information on the public health impact. Human-readable description (e.g., an abstract) with sufficient detail to enable a user to quickly understand whether the data set is of interest.	
<b>Population Represented by Dataset:</b> <i>Describe population represented by the data, e.g. "residents of X", "inpatients at X", "users of product X".</i>	
<b>Location of Raw Dataset</b>	

Public reporting burden of this collection of information is estimated to average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer; 1600 Clifton Road NE, MS D-74 Atlanta, Georgia 30333; ATTN: PRA (0920-xxxx)

<p><b>Project Type</b></p> <p><input type="checkbox"/> Surveillance</p> <p><input type="checkbox"/> Research</p> <p><input type="checkbox"/> Evaluation</p> <p><input type="checkbox"/> Administration</p> <p><input type="checkbox"/> Other - Describe:</p>
<p><b>Type of data:</b></p> <p><input type="checkbox"/> Survey</p> <p><input type="checkbox"/> Record Review</p> <p><input type="checkbox"/> Observation</p> <p><input type="checkbox"/> Focus Group</p> <p><input type="checkbox"/> Other -- Describe:</p>
<p><b>Is data one-time data collection or ongoing</b></p> <p><input type="checkbox"/> One time</p> <p><input type="checkbox"/> Baseline and Follow-up (Specify expected number of follow-up collections: _____)</p> <p><input type="checkbox"/> Ongoing surveillance</p>
<p><b>Current project Status</b></p> <p><input type="checkbox"/> Planning, collection not started</p> <p><input type="checkbox"/> Collection ongoing</p> <p><input type="checkbox"/> Collection Complete - data cleaning</p> <p><input type="checkbox"/> Collection Complete - data available</p> <p><input type="checkbox"/> If data not yet available, <b>Expected Data Release Date:</b></p>
<p><b>Temporal Metadata</b></p> <p>Start Date of data collection:</p> <p>End Date of data collection: (if ongoing indicate NA)</p> <p>If Ongoing:</p> <p>Are there scheduled releases      <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If Yes, anticipated date of next release:</p>
<p><b>Spatial Metadata: as applicable include</b></p> <p>Country:</p> <p>Region:</p> <p>State:</p> <p>County:</p> <p>City:</p>
<p><b>Is there a Certificate of Confidentiality</b>    <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If Yes: Provide link</p>
<p><b>Security Assessment &amp; Authorization Status (select one)</b></p> <p><input type="checkbox"/> Not started</p> <p><input type="checkbox"/> In progress with Information Systems Security</p> <p><input type="checkbox"/> Office of the Chief Information Security Officer processing</p>

Authority to Operate granted

## Access to Data

**Name of Dataset**

**Public Access level**

*The degree to which this dataset could be made publicly-available, regardless of whether it has been made publicly available*

**Check all that apply**

- Public (Data set is or could be made publicly available to all without restrictions).
- Restricted access (Data set is available under certain use restrictions).
- Summary (Machine readable summary tables available),
- Non-public (Data set is not available to members of the public).

**Justification of Access Level:**

**Information collected but not publicly available:**

**Data Dictionary**

**Location:**

**Format:**

**Other Dataset Documentation if available**

**Description:**

**Location:**

**If Restricted Data Set (Shared Data)**

**Data Use Agreement Required:**     Yes                       No

**If available, link to Data Use Agreement:**

**Type of Use Agreement or License** (select all that apply)

- Non-license / public domain
- Memorandum of Understanding
- Data Sharing Agreement
- Data Transfer Agreement
- Inter-Agency Agreement
- Other

**Accessing Restricted Data**

**Data publisher/owner:**

**Website URL:**

**Download URL:**

## Data Standards (Optional Fields)

**Data Plans and Protocols for Quality Assurance (links to SOPs or Descriptions of plans such as**

validations checks, quality assurance)

**Process for Omitting Personally Identifying Information Prior to Public Release**

*Description of what identifiers are in the database, how they will be removed before data is published and by whom*

**Archival and Long-Term Preservation of Data**

*Preservation Timeline. State when and how the dataset will be archived or destroyed.*