

NCEH/ATSDR Extramural Data Management Plan Template

Purpose: This template helps NCEH/ATSDR grant and cooperative agreement applicants and awardees develop a data management plan (DMP) that will be submitted to CDC/ATSDR for assessment to verify that they are concordant with CDC/ATSDR’s Policy on Public Health Research and Nonresearch Data Management and Access (“Data Policy”).

Background: Generally, under CDC/ATSDR’s Data Policy, the de-identified public health data collected or generated with funding from federally-funded grants and cooperative agreements should be made available to the public. The way this is to be addressed is through the data management plan (DMP), a document prepared by awardees that addresses public health data management from the time of planned data collection/generation, making the data accessible to the public, archiving and long term deposition of the data. Public health data are defined by CDC as digitally recorded factual material commonly accepted in the scientific community as a basis for public health findings, conclusions, and implementation. CDC project officers assess the DMPs submitted by awardees to ensure awardees’ plans are concordant with CDC/ATSDR’s Data Policy. In addition, DMPs for research involving human subjects should adhere to procedures approved by relevant Institutional Review Boards, if applicable.

This DMP template collects information required by CDC/ATSDR [Additional Requirement – 25: Data Management and Access](#) that may apply to a CDC/ATSDR Notice of Funding Opportunity (NOFO) in a format compatible with CDC/ATSDR intramural DMP form.

DMP is a living document that should be updated annually or when a major change takes place. Use “To be determined” if you cannot determine some of the information at the time of submission. Final DMPs should be provided to CDC/ATSDR at the conclusion of the federal funding.

Project Information
Project Title
Description
<Enter a clear description with sufficient detail to enable a reader to quickly understand the project and the data set(s) to be collected/generated in the proposed project.>
Goals/Purpose
<Briefly describe the goals/purpose of the project.>
Objective

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)

<Describe the specific objectives of the project.>
Methods
<Describe the approach and plan to meet the objectives such as interventions, procedures, target population or respondent recruitment, screening, and enrollment, etc.>
Collection of Info, Data, or Bio specimens
<Enter how info, data or bio-specimens will be collected, including the standards used for data collection and the protection of personally identifiable information (PII) if involved.>
Will PII be Captured?
Does NCEH/ATSDR Have Access to the PII?
Expected Use of Findings/Results and their impact
<Enter expected use of findings/results and their impact. Describe how the information will be used and the results disseminated, including plans for peer-reviewed publication, conference presentation, and/or web postings.>
Anticipated Project Begin and Completion Dates:
<Project being date: mm/yyyy> - <project completion date: mm/yyyy>
Spatiality
<Enter the geographic location where the project is conducted or the data will be collected.>
Keywords

Contact Information	
Extramural applicant/awardee	
Extramural applicant/awardee POC	
Extramural applicant/awardee POC Email	
CDC/ATSDR funding program (CIO/division/branch)	
CDC/ATSDR POC	
CDC/ATSDR POC CDC ID	

Data Information
Anticipated Data Collection Start and End Dates:
<data collection start date: mm/yyyy> - <data collection end date: mm/yyyy>
Data Access Level(s) - Check all apply
<The degree to which the data collected as part of this project could be shared or made publicly available. Projects can have multiple datasets or different data elements within a single dataset that adopt different levels of data access.>

- Public release - individual data**
(De-identified individual level data will be made publicly available without restrictions; data steward no longer controls data. This should be the default selection unless justified otherwise.)
- Public release - aggregate data**
(De-identified aggregate/summary data will be made available to public without restrictions.)
- Restricted data sharing**
(Data is available upon request and approval. Data sharing is restricted by use restrictions or data use agreement; Provide the data use restrictions or the data use agreement template.)
- Restricted data access**
(Data is available via CDC Research Data Center, and will remain under CDC custody.)
- No data release/sharing**
(check all applicable reasons below)
 - CIO conducting this project does not fund or own the data and is not responsible for making it available
 - Country/Jurisdiction owns the data with protections under their laws and regulations
 - Not sharable due to dual use research or dual use research of concern
 - Not sharable due to protection of intellectual property or trade secrets
 - Removal of identifiers renders the remaining data of no value
 - Other (specify)

Data Access Level Justification

<Provide an appropriate justification for all selected data access levels. If you select multiple data access levels, please specify which data/data elements fall under each access level and why.>

Data Cataloging

- <Include information regarding data cataloging plan for the data used/collected in this project.
- If the datasets used in this project have already been cataloged in CDC Enterprise Data Catalog (EDC), please enter the EDC IDs here.
 - For datasets not catalogued in EDC yet, please describe the plan how the project will catalog the data collected/obtained in this project in CDC EDC.
 - If the project data will NOT be cataloged in CDC EDC, please provide a justification here.>

Access Rights/Restrictions

<Include information regarding access or restrictions based on privacy, security, or other policies of the owner of the data.>

Archiving and Long-term Preservation of Data

<Plans for archiving and long-term preservation of the data. Include justification for lack of storage or where storage will be and for how long. Also the final DMP should include a link to the archived data with a description of when, how and by whom the data can be accessed. Please indicate that all laws, regulations, and rights regarding data have been compiled.>

Data Sharing Information

Dataset Name	Dataset Description	Dataset Owner/Publisher	Data Access Level	Access URL