

National Center for Injury Prevention and Control Data Management Plan

The Centers for Disease Control and Prevention (CDC) requires recipients for projects that involve the collection or generation of data with federal funds to develop, submit, and comply with a Data Management Plan (DMP) for each collection or generation of public health data undertaken as part of the award. A DMP is a document that describes a data collection. It conveys information on data management, storage, level of public access, how others could obtain the data, and data preservation. This DMP template collects information required by CDC's Additional Requirement – 25: Data Management and Access (<https://www.cdc.gov/grants/additional-requirements/ar-25.html>). The DMP should be a living document, updated annually or when major changes occur. Final DMPs should be submitted upon project completion.

Project Identifiers and Description of Data

Project Title	
Principal Investigator Agency/Contact Information	
Data Steward (if different from Principal Investigator)	
Funding information NOFO name and number	
Tags Keywords to help users discover the data set, include terms that would be used by technical and non-technical users	
Brief description of project and data that will be collected Include information on the public health impact. Provide a clear description (e.g., an abstract) with sufficient detail to enable a reader to quickly understand the project and data collection.	
Population represented by the data Describe the population represented by the data (e.g., residents of X, inpatients at X, users of product X).	
Methods Describe the approach and plan to meet the project objectives (such as interventions,	

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)

procedures, target population or respondent recruitment, screening, and enrollment, etc.).

Type of data:

- Survey
- Record Review
- Observation
- Focus Group
- Other -- Describe:

Data Collection Timeframe

Start Date of data collection:

End Date of data collection:

Spatiality (if applicable)

Country:

Region:

State:

County:

City:

Access to Data

Public Access level

The degree to which this dataset could be shared or made publicly available. If possible, all de-identified data should be made public.

Check all that apply

- Public (Data set is or could be made publicly available to all without restrictions.)
 - Individual Level Data
 - Aggregate/Summary Data
- Restricted access (Data set is available under certain use restrictions.)
- No data release

Justification of Access Level

Provide the reason why the public access level was chosen. If multiple access levels, specify which data for each level and the justification. If no data will be released, provide a justification.

Data Location

Where will the data be located? Provide URL or instructions on how to obtain data.

Data Use Agreement
Is a data use agreement required? If so, provide the URL location.

Data Standards

Data Plans and Protocols
Describe the documentation that will be available for the data (e.g., data dictionary, sample code, protocols for validations checks and quality assurance)
Process for Omitting Personally Identifying Information Prior to Public Release
Describe the identifiers in the data and how they will be removed before data is published.

Archival and Long-Term Preservation of Data

Describe the plan for long-term preservation of data. (How long will the data be stored? When can the data be accessed? Who has access?)
