***Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Grant Agreement Number: \_\_\_\_\_\_\_\_\_\_\_\_\_***

***General Instructions***

A Data Management Plan (DMP) must be submitted as a grant deliverable when a project includes scientific data collection such as baseline monitoring for planning projects; baseline and post-implementation monitoring for implementation and acquisition projects; and Delta scientific studies.

CDFW will require all scientific data be submitted as a grant deliverable.

Please provide concise responses in the template below, including the best available estimate where applicable. Required fields are identified with asterisks (\*). Other fields should be considered where relevant. Responses may be revised as more information is available and for consistency with final data deliverables.

***Data Management Plan Template***

| **Component** | **Instructions** |  | **Response** |
| --- | --- | --- | --- |
| **Project/Data Name\*** | *A brief descriptive name that includes the focus of the study (the What), the general study location (the Where), and the year(s) (the When), e.g., “Juvenile and Adult Steelhead Rearing and Spawning in San Antonio Creek, Ventura County, 2018-2025.”* |  |  |
| **Date\*** | *The date that this DMP was created or updated. It is expected that DMPs will be initially created at the beginning of a project, and then updated at the end, at a minimum.* |  |  |
| **Grantee Principal Investigator\*** | *Name of the primary individual responsible for the data and contact information (email and phone).* |  |  |
| **Project Description\*** | *A brief description of the Project and why these data are being collected, e.g., “This project surveyed Steelhead using fyke trapping and snorkel surveys for the purpose of determining population densities.”* |  |  |
| **Key words\*** | *Select (by checking box) one or more key words that apply to these data.* |  | Plants/vegetation communities (terrestrial) |
|  |  |  | Birds/Mammals/Reptiles (Wildlife) |
|  |  |  | Fish (Anadromous) |
|  |  |  | Fish and Aquatic Vertebrates (Inland/Delta) |
|  |  |  | Fish (Marine) |
|  |  |  | Inverts and Vegetation (Marine) |
|  |  |  | Inverts and Vegetation (Aquatic Inland / Delta) |
|  |  |  | Marine Species (Non-harvest) |
|  |  |  | Marine Habitats |
|  |  |  | Invasive Species (Terrestrial) |
|  |  |  | Invasive Species (Aquatic) |
|  |  |  | Commercial Fishing – Marine |
|  |  |  | Recreational Fishing – Marine |
|  |  |  | Recreational Fishing - Inland |
|  |  |  | Big Game/Hunting |
|  |  |  | Cannabis |
|  |  |  | Drought/Water Quality |
|  |  |  | Restoration |
|  |  |  | Fire/Oil Spill |
|  |  |  | CDFW Owned Lands |
|  |  |  | Prop 1 Delta Research |
| **Keywords, continued\*** | *Specify your own values separated by commas* |  |  |
| **Data Descriptions\*** | *A brief description of the information to be gathered. What are the phenomena being counted, captured, or measured? E.g., “These data include Steelhead numbers of juveniles and adults, length of individuals measured from nose to fork of tail, and body weight.”*  *Include a list of all datasets to be generated as part of the Project with a brief description of each. In subsequent fields, if there are differences between datasets, list them separately.* |  |  |
| **Data Formats\*** | *For each data item you have described above, please enter the formats in which it will be generated, maintained, and made available. Formats should include data types (e.g., .xlsx, .csv, .jpg, .mdb, SQL Server, or other relational database) and approximate size/quantity of each type. This may include software type and version (e.g., Excel 2012, Access 2016) used to generate the data where appropriate. Please specify BOTH file type and software type.*  *NOTE: you must submit to CDFW digital data that can be manipulated, not PDF documents. Common formats are best.* |  |  |
| **Data Size\*** | *Approximate total size of these data. (Categories: 0-20MB, 20-100MB, 100MB-1GB, 1-20GB, 20GB-500GB, 500GB-1TB, 1+TB). This will help CDFW plan for future data storage.* |  |  |
| **Storage location\*** | *Where are these data currently being stored?* |  |  |
| **Backup\*** | *A description of backup procedures and frequency for these data, including physical and electronic resources and facilities that will be used. If stored on a Server Share, just put “server backup.”* |  |  |
| **Related Data** | *Existing datasets that you incorporate into analysis and reporting for this program element, or existing data that are relevant to your study.* |  |  |
| **Metadata\*** | *Yes/No. Does the required metadata exist for this data? See https://wildlife.ca.gov/Data/BIOS/Metadata for required metadata elements. NOTE: Metadata are required for all CDFW grant data deliverables* |  |  |
| **Quality Assurance\*** | *Brief description of procedures for ensuring data quality. Provide copy of Quality Assurance Project Plan and/or QA/QC Standard Operating Procedures if they exist.*  *If QA/QC SOPs do not currently exist, they must be submitted as a grant deliverable.* |  |  |
| **Project Timeline\*** | *The expected timeframe of the project until the data is complete. (<1yr, 1-3yrs, 3+yrs, Ongoing, Complete).* |  |  |
| **Project Status\*** | *The implementation status of the data collection/development. (Not yet begun, in process, complete).* |  |  |
| **Rights and Requirements\*** | *If other than the Department default of publicly available data under the "Creative Commons Attribution 4.0" license, provide description and reason.* |  |  |
| **Alternative Access & Sharing\*** | *If these data are also published to external data portals, provide the details of where and how data is shared. Include (1) URL of data on alternative site, (2) access procedures, (3) embargo periods, (4) technical mechanisms for dissemination (e.g., website addresses, listserv information), (5) whether access will be open or granted only to specific user groups, and (6) a timeframe for data sharing and publishing.* |  |  |
| **Related Data** | *Existing datasets that you incorporate into analysis and reporting for this program element, or existing data that are relevant to your study. This could also include data that are collected simultaneously. CDFW Grant Manager only: You can reference another DMP by its DMP Number and Data Name (e.g., "This DMP is related to DMP # 000017 - Vegetation Survey Points").* |  |  |
| **Withheld from Sharing** | *Yes/No. Is it desired that these data will be withheld from internal CDFW or public sharing? If yes, provide justification below.* |  |  |
| **Reason for Withholding Data** | 1. *Sensitive* 2. *Will be publishing* 3. *Other (describe)* |  |  |
| **Expected submission and publication date** | *Date after which the data will be made available to CDFW staff and the public* |  |  |
| **Can the data be shared internally at CDFW?** | *Yes/No.*  *If no, provide justification. This concerns either before or after publication.* |  |  |