

Table of Responsibilities Timeline

	Faculty	Administration (incl. ORA and CCIT)	Research Data Services (RDS)
Planning	<ul style="list-style-type: none"> • Review and recommend data management policies and procedures 	<ul style="list-style-type: none"> • Establish data management policies and procedures 	<ul style="list-style-type: none"> • Advise administration on data management policies and procedures • Advise administration on data citation standards
Proposal	<ul style="list-style-type: none"> • Prepare Data Management Plan (DMP) using approved template • Define data types • Comply with CSM/sponsor data policies • Include appropriate budget 	<ul style="list-style-type: none"> • ORA Review DMP and budget for conformance with CSM guidelines • CCIT provides template input on costs 	<ul style="list-style-type: none"> • Consult on writing DMP • Verify DMP meets CSM guidelines and standards for good practice • Develop DMP template
Award	<ul style="list-style-type: none"> • Prepare plan for data preservation while award is active • Create metadata content • Provide appropriate levels of data access and re-use 	<ul style="list-style-type: none"> • CCIT consult on preservation plan • ORA verify existence of approved preservation plan 	<ul style="list-style-type: none"> • Review and approve data preservation plan • Review and approve sample preservation plan • Verify preservation plans meet standards for good practice
Active Project	<ul style="list-style-type: none"> • Create and update metadata • Manage data acquisition • Preserve data and metadata • Ensure investigators know requirements • Protect rights of investigators • Cite data in publications 	<ul style="list-style-type: none"> • CCIT provide resources as needed • CCIT provides training and hardware 	<ul style="list-style-type: none"> • Consult on metadata contents as needed • Provide training as needed • Review and approve metadata content • Consult on data citation; provide for DOIs for data
Project Completion	<ul style="list-style-type: none"> • Upload metadata for public discovery • Prepare data and samples for archive and deliver to RDS • Provide appropriate metadata to RDS • Notify RDS of restrictions (copyright, license, proprietary, non-disclosure, etc.) • Forward data requests to RDS • Advise RDS on approval of requests 	<ul style="list-style-type: none"> • Verify hand-off as part of project closeout • Encourage open access • Protect rights of investigators • CCIT ensures data stored on computer servers is preserved for 3 years 	<ul style="list-style-type: none"> • Receive data, samples and metadata • Review for conformance with DMP • Archive data and samples or approve outside archive • Encourage and support outside access • Review and decide on data requests • Ensure users abide by restrictions and acknowledge data creators