

NOAA Office for Coastal Management (OCM) Data Management and Sharing Plan Review Form

NOAA as well as NOAA grantees are required to comply with a number of data management requirements as outlined in [NOAA Administrative Order 212-15b](#) as well as the [NOAA Data Management Handbook](#). The purpose of this data sharing plan is to satisfy the requirement for a data management plan, as well as have grantees begin to plan how they will meet other requirements such as: public access to data, metadata creation, archiving of data, and citation for publications. This data sharing plan will not delay an award. We encourage you to work with Office for Coastal Management staff to complete this data sharing plan. If you will be collecting any Indigenous Knowledge or culturally-sensitive information, you may summarize the information in this form and exclude details. In addition, you may exclude Indigenous Knowledge and culturally-sensitive information in the final grant report. **NOTE: This form is not 508 compliant and is intended for email distribution only.**

Grantee Identification

Select project fiscal year and funding opportunity:

Section 1. General Project Information

1.1 Project / Title:

1.2 Project Abstract and Purpose:

1.3.1 Data Manager Name:

1.3.2 Title/Position:

1.3.3 Organization:

1.3.4 Email Address:

1.3.5 Phone Number:

Please provide additional name and email information for the data manager (optional):

Section 2. General Data Information

2.1 What type(s) of data and format(s) will be used within the project?

2.2 Will any technical publications or journal articles be published as part of this project? If YES, please explain.

2.3 What is the geographic and temporal coverage anticipated within the project?

2.4 What is the anticipated quantity, volume or size of data collected for the project?

2.5 What collection and/or generation methods will be used to develop the data?

2.6 Will any personally identifiable information, restricted, or other sensitive data be collected? If YES, please briefly describe the sensitive nature of the data:

Section 3. Data Quality Assurance/Quality Control Procedures, Documentation, and Metadata Requirements

3.1 What quality control and quality assurance procedures will be used within the project?

3.2 What data acquisition standards will be used within the project?

3.3 Which metadata standard(s) will be used to document the data? (Note that the ISO standard is required in NOAA and we will work with you to migrate from FGDC if necessary. Check all that apply.)

Other:

Section 4. Data Access, Sharing and Preservation

4.1 Data Availability to the Public

4.1.1 Will there be any restrictions or stipulations on public access to the project data?

Other:

4.1.2 What are the data access protocols?

4.1.3 When and how frequently will the data be made available?

4.2 Access Limitations, Conditions and Restrictions

4.2.1 How will project data be protected from unauthorized access?

4.2.2 Are there management of access permission protocols in place for the project data? If YES, please briefly describe the permission protocols:

4.2.3 What is the process following any unauthorized access of the project data?

4.3 Protection

4.3.1 How will the project data be protected from accidental or malicious modification or deletion?

4.3.2 What is the back-up, disaster recovery or contingency planning used to protect the project data? (select one)

Other:

4.4 Is there a long-term archiving plan for the project data in place?

If YES, please briefly describe the plan. If NO, OCM will work with you to establish an archiving plan.

NOAA OCM Data Management and Sharing Plan Review Guidance

Section 1. General Project Information

1.1 Project Title: (detailed project title) **Example:** Bridging the gap between quadrats and satellites: assessing utility of drone-based imagery to enhance emergent vegetation biomonitoring

1.2 Project Abstract and Purpose: (short paragraph to briefly describe the project) **Example:** The National Estuarine Research Reserve System (NERRS) has made a huge investment to monitor tidal wetlands. Through these efforts, important processes at intermediate spatial (i.e., marsh platform) and fine temporal (i.e., storm events) scales may be missed. Unmanned Aerial Systems (UAS, i.e., drones) can improve tidal wetland monitoring by providing high spatial resolution and coverage, with customizable sensors, at user-defined times. Based on a needs assessment and discussions with NERRS end users, we propose to conduct a regionally coordinated effort in tidal wetlands in all NERRs in the Southeast/Caribbean to develop a UAS-based tidal wetlands monitoring protocol.

1.3 Project Point of Contact: (primary contact for project, but other contacts may be listed)

1.3.1 Name: (name of primary contact, first and last name)

1.3.2 Title/Position: (primary contact for project official position) **Example:** Physical Scientist **1.3.3 Organization:** (primary contact organization for project) **Example:**

NOAA **1.3.4 Email Address:** (email address of primary contact for project)

1.3.5 Phone Number: (phone number to include area code) **Example:** (555) 444-3333

Section 2. General Data Information

2.1 Type of Data and Format: (list all data types and their data format being collected or generated) **Example:** shoreline maps will be stored in a ESRI Geodatabase OR drone image mosaics will be stored as GeoTIFF files.

2.2 Technical Publications or Journal Articles: (list any technical publications or journal articles that will be published) **Example:** A publication on oyster larvae distribution is being co-authored with NSF, title TBD.

2.3 Geographic and Temporal Coverage: (brief description) **Example:** All of Chesapeake Bay OR Every day for the months of June, July, and August.

2.4 Quantity, Volume or Size: (estimated amount of data) **Example:** 2 GB of imagery OR ~60 photos.

2.5 Collection and/or Generation Methods: (brief description of how the data are being collected or generated including hardware and software if applicable) **Example:** Aerial imagery collected by Civil Air Patrol using Nikon camera OR Extraction of shoreline land cover data from C-CAP land cover using heads up digitizing.

2.6 Sensitivity (e.g. personally identifiable information or restriction): (describe any sensitive data that is being collected or generated that may be restricted by law or national security) **Example:** Bathymetry data may contain unidentified shipwrecks that are culturally significant OR remote sensing data are being collected over indigenous lands and will include culturally-sensitive data and/or Indigenous Knowledge that will be restricted.

Section 3. Data Quality Assurance/Quality Control Procedures, Documentation, and Metadata Requirements

3.1 Quality control and quality assurance procedures: (brief summary of which quality assurance/ quality control procedures or references will be employed) **Example:** Data entered into the database will be validated against field collection sheets for accuracy OR positional accuracy of data will be assessed using ASPRS Specifications.

3.2 Data Acquisition Standards Used: (list known data standards used for the project) **Example:** USGS Lidar Base Specification OR NERRS SWMP Standards .

3.3 Metadata Standards Used: (list known metadata standards used for the project, learn more about the importance of metadata at the NOAA NCEI Metadata webpage) **Example:** ISO OR FGDC Metadata Standards.

Section 4. Data Access, Sharing and Preservation

4.1 Data Availability to the Public: (this section will identify if the data will be made publicly available and estimation on when the data will first be available, ideally within two years. Will this be a one-time release or ongoing series of measurements? Does the project require a hold or other delay between data collection and publication, and for how long? Will there be culturally sensitive data or Indigenous Knowledge collected that will need to be withheld from public access?)

4.1.1 Restrictions on Public Use and/or Stipulations: (briefly explain why and under what circumstances or authority the data may be restricted for public use. Enter NO if no restrictions are present. Also describe any data access conditions and/or restrictions, non-disclosure statements requirements) **Example:** Data are restricted for internal NOAA use only due to ongoing review by the state historical preservation office OR culturally sensitive data or Indigenous Knowledge will be collected that will need to be withheld from public access OR N/A, data is available for public use.

4.1.2 Data Access Protocols and Limitations: (briefly describe any data access protocols used to enable data sharing. The use of open-standard, inter-operable, non-proprietary, machine readable data formats that are publicly accessible are highly recommended) **Example:** Photos of coastal access points will be available for download from the coastal zone management program website in JPEG format OR All beach access points will be posted as a web feature service on ArcGIS Online.

4.1.3 Data Availability: (briefly describe when the data will be initially available and if there is any frequency for future data updates or releases) **Example:** Data will be made publicly available 6 months after the completion of the project. No delay is expected due to publication requirements.

4.2 Access Limitations, Conditions and Restrictions: (this section will capture methods for controlling data access during the project and upon project completion)

4.2.1 Protection from Unauthorized Access: (list any methods for protecting from unauthorized access) **Example:** Data are stored on a system requiring two factor authentication.

4.2.2 Management of Access Permissions: (list any applicable procedures for controlling access to the data) **Example:** Access to the data will be limited to team members or others assigned by the project lead. Data will be stored on local servers in a password protected environment.

4.2.3 Process Following Any Unauthorized Access: (briefly describe the process following any attempted unauthorized access to the data) **Example:** Project will halt and project lead will work with IT staff to ensure data integrity and remove unauthorized access points.

4.3 Protection: (this section will capture methods for protecting the data during the project and upon project completion)

4.3.1 From Accidental or Malicious Modification and/or Deletion: (briefly describe how the data will be protected from accidental or malicious activities) **Example:** Data are stored in password protected encryption services and require two factor authentication.

4.3.2 Back-up, Disaster Recovery, and/or Contingency Planning: (briefly describe the use of data back-ups, disaster recovery, contingency planning and any off-site storage procedures used for the project data) **Example:** Daily project data backups will be performed at the end of the day and stored on state program servers and backed up to the cloud.

4.4 Long-term Preservation (Archival) Practices and/or Requirements: (briefly describe the final data products long-term preservation methods and administration including archive location(s) and government record requirements) **Example:** Final data products and metadata records will be stored at the state geospatial data clearinghouse OR Sediment samples will be stored at the geological survey and analysis results (CSVs) will be archived at <https://www.pangaea.de/>.