

# **SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY**

## **Procedure: Data Management**

### **I. General Provisions:**

The University must comply with data management requirements set by federal government agencies. Beginning in January 2011, NSF implemented a data management plan (DMP) requirement for all proposals and awards.

1. Investigators are expected to promptly prepare and submit for publication, with authorship that accurately reflects the contributions of those involved, all significant findings from work conducted under NSF grants. Grantees are expected to permit and encourage such publication by those actually performing that work, unless a grantee intends to publish or disseminate such findings itself.
2. Investigators are expected to share with other researchers, at no more than incremental cost and within a reasonable time, the primary data, samples, physical collections and other supporting materials created or gathered in the course of work under NSF grants. Grantees are expected to encourage and facilitate such sharing. Privileged or confidential information should be released only in a form that protects the privacy of individuals and subjects involved. General adjustments and, where essential, exceptions to this sharing expectation may be specified by the funding NSF Program or Division/Office for a particular field or discipline to safeguard the rights of individuals and subjects, the validity of results, or the integrity of collections or to accommodate the legitimate interest of investigators. A grantee or investigator also may request a particular adjustment or exception from the cognizant NSF Program Officer.
3. Investigators and grantees are encouraged to share software and inventions created under the grant or otherwise make them or their products widely available and usable.
4. NSF normally allows grantees to retain principal legal rights to intellectual property developed under NSF grants to provide incentives for development and dissemination of inventions, software and publications that can enhance their usefulness, accessibility and upkeep. Such incentives do not, however, reduce the responsibility that investigators and organizations have as members of the scientific and engineering community, to make results, data and collections available to other researchers.

### **II. SD Mines Requirements**

Each Principal Investigator (PI), who has an active NSF award is required to transfer into the designated directory provided by SD Mines:

1. all journal publication manuscripts and presentations, including digital images, published tables, and tables of the numbers used for making published graphs;
2. all progress reports and final report;
3. necessary metadata supporting description or suitable citations of experiments, apparatuses, raw materials, computational codes and computer-calculation input conditions;
4. scanned students', research personnel's, PI's and Co-PIs' lab-books.

**In addition, each PI who has received an award based on a proposal submitted, or due, on or after January 25, 2016, is required to deposit publications in the NSF Public Access Repository (NSF-PAR):**

**<https://identity.research.gov/sso/UI/Login?module=nsf&env=prvw&app=portal>**

**For instructions please go to: [https://www.research.gov/common/attachment/Desktop/NSF-PAR\\_Getting\\_Started\\_Guide.pdf](https://www.research.gov/common/attachment/Desktop/NSF-PAR_Getting_Started_Guide.pdf)**

### **III. Access and Release of Data**

All digital data stored in a grant directory will be archived and protected by SD Mines.

The access to the data will be available to PI, designated Information Technology Services personnel, designated Library personnel, and designated Office of Sponsored Programs personnel.

After close-out of the grant activity, the directory will be write-protected to prevent any changes or deletion of digital data.

Dissemination of digital data by the PI is unrestricted during and after completion of the grant, unless any special funding agency restrictions apply.

When the PI leaves SD Mines or he/she is not available for extended period of time, release of research data to the public from any grant directory, can be completed by the designated Library personnel after written request is received and authorization issued by the Vice President for Research.