
**Pacific Southwest Region 9
University Transportation Center
Data Management Plan
Instructions**

September 2017



University Transportation Center

Overview

The Data Management Plan (DMP) is required by and has been written to comply with recently enacted U.S. Department of Transportation Public Access Policies, which requires that all data used or created under the University Transportation Centers program be accessible to the public. All PSR UTC PIs funded by USDOT or by PSR match sources are expected to comply with the DMP.

Instructions

There are four stages during which each PI must ensure compliance with the DMP.

1. Proposal stage

All PSR proposals must include a statement of the PIs commitment to conforming to the DMP. (This requirement was waived in the first PSR RFP, because the DMP had not yet been approved by USDOT).

2. Award stage

a. Award letter

PIs must acknowledge the award letter and commit to all DMP requirements in the letter by signature.

b. ORCID number

Within 30-days of award, go to <https://orcid.org/register>, follow instructions to obtain an ORCID for all project investigators and contributors, and send that ORCID number to the METRANS Administrator.

3. Project research stage

a. Data must be retained

The final version of any data, quantitative or qualitative, collected in any form (numerical, text, video) used in the research must be retained. See DMP for examples and descriptions of required data. Projects using proprietary data from commercial or public sources must abide by all conditions and requirements imposed on the use of the data. If the source organization prohibits the public sharing of the data, the PI must submit a request for exemption to the PSR Director. If granted an exception, the PI must note the exception in the data submission, along with explanations on why certain data sets cannot be shared.

b. Data must be described

Data descriptions must distinguish between newly collected data and pre-existing data. It must include quality control measures; necessary contextual documentation, such as data dictionaries defining the variables; and codebooks defining how data was processed.

c. Data must conform to prescribed format and metadata standards

Data should be stored in non-proprietary formats, such as txt, csv, mp3, dat, JPEG, etc. In some cases, using proprietary data formats is unavoidable (e.g. shp or msd files); in such cases the rationale for using those standards and formats must be explained. PIs should generally follow the format of the NREL TSDC server http://www.nrel.gov/transportation/secure_transportation_data.html and/or the FHWA Research Data Exchange <https://www.its-rde.net/>. Programming code developed by a project must be archived with the data if it is required to access the data.

4. Project completion

a. *Data and schema must be submitted with final report*

Upon completion of the research, PIs must submit data and data descriptions conforming to the Dryad data archiving standards along with the project draft final report. Submission of data and schema is a required deliverable for project completion. Dryad links each data file to the publication(s) where the data were used. These links will be added to the project final report. Each set of data has a Metadata schema that describes and archives the data. The data and schema are stored by Dryad and made available to the public via its website. The Metadata schema is here: http://wiki.datadryad.org/Metadata_Profile.

b. *Data and schema must be entered into Dryad*

The PI must submit data and schema to the PSR Director. PSR will conduct a review of data and schema, identifying any revisions required in order to submit to Dryad. PI or PSR staff will submit to Dryad.

PSR projects are deemed complete upon 1) submission of final report and research brief, and 2) entry of data and schema into Dryad.

The PSR Data Management Plan is available at: <https://www.metrotrans.org/psr-utc-research>.
