

Data Management and Sharing Plan

Effective April 27, 2026, NSF has updated their Data Management and Sharing Plan (DMSP) format requirement. **All Data Management and Sharing Plans will be required to be completed through the research.gov webform rather than uploading a PDF.** The form auto-creates based on the proposal's primary Directorate and is required unless you can provide a valid justification for an exemption. Submitted PDFs will be overwritten by the new data. Proposals due on or before April 27, 2026 do not need to be updated.

Please note that use of research.gov is **STRONGLY** recommended as the NSF submission method at UF, especially since the new Data Management and Sharing Plans must be entered via the research.gov webform.

The following information is meant to provide examples of requested information.

Roles and Responsibilities

[Insert name], PI, will lead the design, refinement, and execution of all data collection activities together with Co-PIs [Insert name] and [Insert name]. Dr. [Insert name] will be responsible for implementing this data management plan, including maintaining the confidentiality, security, and accessibility of the data. Dr. [Insert name] will manage any necessary funding for data management as part of budget oversight. While the PIs are engaged by the University of Florida (UF), data that are obtained with the use of university support are the property of the university, but the PIs understand that the federal government has the right to obtain, reproduce, publish, or otherwise use the data produced under this award and to authorize others to receive, reproduce, publish, or otherwise use such data for federal purposes. In accordance with recognized scientific procedures, PIs are required to record all research data and information accurately and clearly, to keep all data in a permanent and retrievable form, and to disseminate and share research results. The PIs understand that progress toward the goals of this data management plan will be monitored primarily through the annual and final report process.

Types of Data to Be Shared

The PIs understand that final research data are the recorded factual material commonly accepted in the scientific community as necessary to document and support research findings. Data types will include text, spreadsheets, images, software, audio files, video files, reports, surveys, technical reports, and executive summaries. Quantitative data collected in the project will include demographic variables, raw scores (if necessary to recreate final analyses), subscale scores, and scale scores. Qualitative data will be captured through the use of surveys, questionnaires, checklists, participant interviews, and observation protocols. District, school, and individual student data will be used for a variety of analyses. Extant data at the school district level could include lunch program participation, state standardized test results, gender, and racial/ethnic background. Some data may be aggregated to avoid risk of disclosure.

Maintaining Confidentiality of the Data

This project will include human subject data and thus will require UF Institutional Review Board (IRB) approval. The PIs will develop informed consent/assent procedures that protect the rights of study participants as well as the confidentiality of the data as required by the UF IRB, state, and federal laws and regulations. To avoid risk of disclosure, data will be de-identified, and informed consent/assent statements will use language that will not prohibit de-identified data from being shared with the research community. An arbitrary identification number will be assigned to each participant (i.e., schools, teachers, and students), and will be associated with the data collected. All measures will be coded and entered by the unique participant number, and participant numbers will be stored separately in a secure location. To be considered de-identified, data will meet the requirements set forth by the UF Privacy Office. In accordance with the UF Data Classification Policy, the de-identified data generated in this project will not be considered sensitive or restricted and will be classified as "open" with no limitations for sharing.

Data Storage and Preservation

The data gathered in this study will be housed at the UF College of Education, Norman Hall, Gainesville, Florida. Building security is monitored by the UF Police Department 24 hours per day, each

day of the year. All data recorded on paper will be stored in a locked filing cabinet in the PI's office, which is also locked. Once analyses are completed, data in paper format will be properly archived until retention requirements have been met. All digital data generated in this project will be stored using information and storage systems which have already been assessed for risk and approved in accordance with the UF Risk Management Policy. The College of Education, Office of Information and Instructional Technology will provide effective administrative and technical computing support, including server storage for up to 1TB of data at no cost to this project. The PIs anticipate that data storage needs will not exceed this amount. Authentication and access control are managed and provided by associations with UF Gatorlink accounts. This storage is hosted on a server managed by UF Information Technology utilizing UF Enterprise Storage, and thus will not require a risk assessment. DropBox for Faculty, OneDrive for Business, or Google G Suite will be utilized to share de-identified data with any of the project team who are external to UF and who do not have a UF Gatorlink account. Procedures to ensure data integrity and security will be developed and adhered to for every aspect of data entry, verification, modification, backup, and retrieval. Data processes will comply with relevant university, state, and federal regulations and recommendations.

Metadata

Accurately describing and documenting data allow other researchers to understand and track important details of the work and to replicate the analyses performed by the original research team. The Data Documentation Initiative (<http://www.ddialliance.org/>) will be used in this project as the metadata standard. A comprehensive, stand-alone metadata document, including a minimum set of machine-readable metadata elements, will accompany the final dataset. Data elements will include acknowledgement of NSF support as well as the award number and appropriate attribution.

Mechanisms for Sharing Data

The results of the proposed research will be disseminated primarily through publication in journals and conference presentations. Published analyses will be available in print or electronically from publishers, subject to subscription/printing charges and copyrights. This project will utilize the NSF Public Access Repository (NSF-PAR) <https://par.nsf.gov/> and the Institutional Repository at UF (IR@UF) <https://ufdc.ufl.edu/ufir> as its designated repositories. Interested parties may also request data directly from the PI. Depending on the size of the request, data may be provided by the PI via email, Dropbox for Faculty, OneDrive for Business, or Google G Suite. For large files, the PI will use File-Express (<https://file-express.ufl.edu/>), a UF web-based service that utilizes a secure server allowing UF researchers to share a maximum single file size of 5 GB with members of both the UF and non-UF community around the world. In accordance with the UF Intellectual Property Policy, the PI does not anticipate any significant intellectual property issues involved with sharing of the data.

Expected Schedule for Sharing Data

The PIs will work to provide the final data derived from this project upon request, in a timely manner, and on a nondiscriminatory basis. All final data resulting from the research funded by this award will be shared once the findings from the final analyses are completed and published in a peer-reviewed scholarly publication. The final research dataset, final accepted peer-reviewed manuscripts, and juried papers accepted as part of conference proceedings will be available via the repositories no later than 12 months after initial publication. Technical reports, white papers, and instructional materials will also be available via the IR@UF within 12 months after completion. The PI understands that all products generated from this award will be reported in annual and final reports and will include a unique persistent identifier.

Data Sharing Agreement

The PIs will work to provide data with as few restrictions as possible. Final project data will be shared with all researchers who agree to any repository requirements. Researchers must also agree to the conditions of use governing access to the public release of data, including a commitment to (a) securing the data at the recipient site to ensure privacy and confidentiality standards; (b) prohibiting manipulation of the data for the purposes of identifying study participants; (c) destroying the data after analyses are completed; (d) using the data for research purposes only; (e) avoiding redistribution of the data to third parties; and (f) properly acknowledging the data source.

Format of the Final Data

Final data will be stored in nonproprietary, uncompressed, unencrypted formats commonly utilized within the research community. Data formats will be open and documented, and the sustainability of the format and preservation of the software needed to access the data will be a primary consideration. The data generated from this project will be available in several widely used formats **as follows:**

Period of Data Retention

For long-term data storage, this project will utilize the IR@UF. The IR@UF is the digital archive for the intellectual output of the UF community and will provide long-term, open access free of commercial cost, incurring no additional expense to this project. The UF Libraries established and supports the IR@UF in order to offer a central location for the collection, preservation, and worldwide dissemination of scholarly, research, and creative production alongside historical materials from UF. A direct, permanent URL link to the final data will be made available through the IR@UF (<https://ufdc.ufl.edu/ufir>). Items submitted to the IR@UF will be retained indefinitely and archived according to current best practice. The IR@UF will attempt to ensure continued usability and accessibility and will migrate items to new formats as necessary.