

CIMSS Data Sharing Plan

1. Principal Investigator contact and descriptions of types of environmental data and information to be created or collected during the course of the project

- a. PI contact information (name, institutional affiliation, email, phone).
- b. *Type(s) (aircraft, ship, satellite, etc.) to be collected* (what data will you make available to others?)
- c. Will all data have value to other researchers?
- d. What resources will you require to deliver this plan – either reflected in the budget or external to the project?

2. Type of collection method

- a. *Type(s) (aircraft, ship, satellite, etc.) to be collected* and anticipated volume/scope of data to be generated.
- b. Describe the method for documentation (including version control, directory structures, etc.) and for periodically checking the integrity of the data
- c. If there is pre-existing data, describe its provenance (lineage, how was it derived)

3. Tentative date by which data will be shared

- a. Some information should be included in the funding announcement, but in general, data that have potential usefulness to others are expected to be made available as soon as possible and no later than two years after observation

4. Standards to be used for data/metadata format and content

- a. Are there governing standards? If so, what are they?
For example: NetCDF, FGDC, HDF
- b. Include descriptions of file formats and names and their organization, parameter names and units, spatial and temporal resolution, metadata content, etc.

5. Policies addressing data stewardship and preservation

- a. Describe methods for preserving the data.
- b. What hardware and/or software resources are required to store the data?
- c. How will the data be stored and backed up (include frequency and who is responsible for this process)?

6. Procedures for providing access, sharing, and security and prior experience in publishing such data

- a. What access or security requirements does your sponsor have, if any (are there any embargo periods, for example that might preclude sharing)?
- b. Are there any privacy / confidentiality / export controls / intellectual property (copyright) requirements ?
- c. Who can access the data:
 - i. During active data collection
 - ii. When data are being analyzed and incorporated into publications
 - iii. When data have been published
 - iv. After the project ends

v. Tentative date by which data will be publicly shared

- d. Are there any policies for re-use, redistribution or the production of derivatives?
- e. How should the data be cited and the data collectors acknowledged?

Recommendation: An acceptable citation format for the data is:

Authors, publication year. Dataset Title, Data Center. Download date. [Access path (URL or DOI)]

- f. What is the URL for public access to this Data Sharing Plan and the data? How long will they be available at that location?
- g. Briefly describe previous experience, if any

7. Optional: Plans for eventual transition of the data to an archive after the project ends

- a. If appropriate, identify a suitable data center within your discipline (SSEC Data Center, NODC, NCDC, NGDC, NSIDC, CDIAC, NSSDC, UCAR, etc.)
- b. Consider establishing an agreement for archival storage.
- c. Understand the data center's requirements for submission and incorporate into data sharing plan.