

DATA MANAGEMENT PLAN

The data generated from this proposal will be managed actively on the short- and long-term using infrastructure provided by the investigators' home institution with Google Drive and the Biological and Chemical Oceanography Data Management Office (BCO-DMO) for public archival.

Short-term Management:

All short-term data will be captured with real-time backup of data to Google Drive. WHOI has a contract with Google Drive that provides unlimited storage. For those instruments not directly connected to the Google Drive network, copies of instrumental data will be transferred with a portable hard drive to a dedicated desktop computer. Photographs and video will be collected with smartphones or digital cameras. These images will be named accordingly from laboratory and field operations. These products will also be uploaded to the WHOI Image Database with the help of the home institution's graphic department, who will help catalogue, name files, and provide a brief description of the image or video. Data aggregation and organization will be done through the creation of "Summary Files" using Excel. A notes tab will be included in each summary file, which will describe changes made to the file and sources of the original data. All computers, both on- and off-site, will employ Google Drive to ensure propose archiving of file versions. Each scientist/researcher will be responsible for their products but PI Ward will have overall responsibility that the short-term management is performed properly.

Long-term Management:

All results data will be collated and submitted to the BCO-DMO for public archival within one year of the completion of a sub-effort (e.g., manuscript publication).

Personnel Responsibilities:

PI Ward will oversee management of the data and other products and ensure that other members of the science team contribute as necessary. This responsibility will be covered by his salary time. WHOI does not charge for usage of Google drive, the Image database, or BCO-DMO. There are personnel available, at no cost, to assist Ward throughout each step of the data archival process.

In summary, our overarching goal follows the mantra of the data management community, "back-up, organize, and document" of all ongoing and completed products resulting from this project. We recognize our responsibility and will honor the NSF and the science community need for rapid, accurate, and comprehensive access to our work.