

The original survey documents are provided for context and have not been modified.

Data Management Planning Questionnaire for Researchers

The USGS Science Data Management Branch and the Community for Data Integration are seeking to better understand current practices and needs related to project planning and data management. We'd appreciate feedback based on your experiences as a researcher. Please complete the following survey. We estimate that the survey will take 10 to 20 minutes to complete. If you have any trouble with the form, please contact the survey administrators.

Section 1

Thinking about ONE OF YOUR MOST RECENT PROJECTS...

For the purposes of this survey, 'center' is defined as the organizational unit responsible for your work.

1. Did the project have a proposal?

*Proposal definition from Survey Manual 502.2: * "Proposal. A proposal contains a detailed description of the problem, what issues will be addressed, interested parties or stakeholders, and objectives of the study and includes the relevance and benefit of the work to the mission of the USGS. Approval is handled through the Bureau science planning process."*

- Yes
- No
- I don't know

2. Who approved the project proposal?

Select all that apply.

- Program Council
- Program Coordinator
- Center Director or delegated authority
- Supervisor
- My project did not require formal approval
- I don't know

3. Which of the following statements would you use to describe this project?

Select all that apply.

- It is documented in BASIS+ as a project.
- It is documented in BASIS+ as a task.
- It is documented in a Center-specific system.
- It is documented elsewhere (not in BASIS+ or Center-specific system).
- It has a documented budget.
- It has specific staff assigned to the project.
- It has anticipated or planned deliverables.

4. Did the project have a work plan?

*Work Plan definition from Survey Manual 502.2: * "Project Work Plan. Documents the timeline for the study, lists the discrete tasks that need to be completed to accomplish the objectives, and describes the relationship of discrete tasks to one another and the methods to be used (how they can be explained and defended, including exploring differences in performance, comparability of results, and so on). A project work plan also documents the budget for the study, staffing of the study, anticipated or planned information products (including the*

recommended review and approval process for these products), and the process for managing and archiving scientific records. A project work plan can be a component of a proposal that is handled through the Bureau planning process."

- Yes
- No
- I don't know

5. Describe the type and frequency of project progress reporting.

For example, my team submits annual progress reports to my Center Director

6. Do project progress reports/reviews include an update on the status of planned data management activities?

- Yes
- No
- I don't know

7. Was a Data Management Plan (DMP) created for this project?

- Yes, I wrote the DMP
- Yes, another person wrote the DMP
- No, the project workplan references an existing DMP
- No DMP exists for the project

8. How can the DMP be accessed?

Select all that apply.

- Publicly available as a USGS publication, white paper, or webpage, etc.
- Publicly available as part of a USGS data release
- Internally available in a shared folder, drive, or database for my Center
- Available by request from a team member's computer

9. How was/is the DMP maintained?

- Maintained as living documents (receive updates throughout the lifecycle of the project)
- Maintained as static documents (does NOT receive updates throughout the lifecycle of the project)
- I don't know

10. Does your center have a documented process for creating project Data Management Plans (DMPs)?

For example, documentation may include expectations for creating a DMP, recommendations or requirements for templates or tools to use, a central location for storing DMPs, etc.

- Yes
- No
- I don't know

11. Does your center have a documented policy for updating DMPs?

- Yes
- No
- I don't know

12. Is someone available at your center to help you create a DMP?

- Yes
- No
- I don't know

Section 2

Now, thinking about ALL OF YOUR PREVIOUS WORK...

13. Have you ever created, or helped to create, a project DMP?

- Yes
- No

14. What is your main motivation(s) for creating project DMPs?

Select all that apply.

- DMPs help me communicate information with project evaluators and data managers at my center
- DMPs help me communicate with project partners
- DMPs help me learn about new data management practices and requirements
- DMPs help me define how I will manage my data throughout the lifecycle of my projects
- DMPs help me improve the quality of my research and data products
- DMPs help me plan for resources (staff time and project funding) needed for managing project data
- DMPs are required by my Center Director
- DMPs are required by USGS policy
- Other: _____

15. Have you found project DMPs to be useful to your projects?

- Very useful
- Somewhat useful
- Neutral
- Somewhat not useful
- Not useful at all

16. In what ways have project DMPs been useful to your projects?

17. In what ways could project DMPs be MORE useful to your projects?

18. Which of the following are challenges that you face when creating a project DMP?

Select all that apply.

- It takes too much time
- No one ever reads it
- DMPs are of no use/benefit to my work/projects

- I already use another mechanism for data management planning (please document in 'Other')
- We don't have a formal process for data management planning
- The typical DMP questions/sections do not help me plan my project's data management
- I don't have the right tools or templates for creating a DMP
- I don't have good example DMP to follow
- DMPs are too hard to maintain and become out-of-date quickly
- I don't face any challenges
- Other: _____

19. Which one of these is your GREATEST challenge when creating a project DMP?

- It takes too much time
- No one ever reads it
- DMPs are of no use/benefit to my work/projects
- I already use another mechanism for data management planning (please document in 'Other')
- We don't have a formal process for data management planning
- The typical DMP questions/sections do not help me plan my project's data management
- I don't have the right tools or templates for creating a DMP
- I don't have good example DMP to follow
- DMPs are too hard to maintain and become out-of-date quickly
- I don't face any challenges
- Other: _____

20. For each of the following audiences, please indicate how useful you think project DMPs are.

	Very useful	Somewhat useful	Neutral	Somewhat not useful	Not useful at all
Project approvers / evaluators (for example, your supervisor, Center Director)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data manager(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information technologist(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bureau Approving Official	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stakeholders / customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

21. For each of the following types of information in a project DMP, please indicate how useful they are to you.

	Very useful	Somewhat useful	Neutral	Somewhat not useful	Not useful at all
Where the data will be released/published	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where the data will be stored and backed up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information about Data/Model/Code Inputs or Sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information about Data/Model/Code Outputs or Products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information about whether data products will be static or versioned over time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roles and responsibilities (e.g., publishing, creating metadata, backup and security)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expectations for release and management of data collected or funded by a third party	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of data quality assurance and quality control methods, measures, and activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Usage constraints and licenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic information about the project (e.g., BASIS+ number for project, title, project dates, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Estimated budget for data management activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data and metadata standards that will be used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Who will be funding data acquisition and processing activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plans for data preservation and disposition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

22. Why haven't you created a project DMP?

Select all that apply.

- Someone else has always created the DMP for me
- I've never been required to create a DMP for any projects
- It takes too much time
- No one ever reads it
- DMPs are of no use/benefit to my work/projects
- I already use another mechanism for data management planning (please document in 'Other')
- I don't formally document my data management plan
- The typical DMP questions/sections do not help me plan my project's data management
- I don't have the right tools or resources for creating a DMP
- DMPs are too hard to maintain and become out-of-date quickly
- Other: _____

23. Ideally, where do you think USGS project DMPs should be stored and accessed?

- Publicly available as a USGS publication, white paper, or webpage, etc.
- Publicly available as part of a USGS data release
- Internally available in a shared folder, drive, or database for my Center
- Internally available in a shared folder, drive, or database for the USGS
- Available by request from a team member's computer

Section 3

Final Questions and Demographics

24. Are project data management plans required by USGS policy?

- Yes
- No
- I don't know

25. Which of the following resources are you familiar with to help you create a DMP?

Select all that apply.

- USGS Data Management website (<https://www.usgs.gov/products/data-and-tools/data-management>)
- My center's shared resources (e.g., website, SharePoint, etc.)
- My center/programs' DMP template
- DMPTool.org
- I am not familiar with any DMP resources
- Other: _____

26. With what center or organizational unit are you affiliated?

e.g., California Water Science Center (please spell out abbreviations)

27. With what mission area are you affiliated?

Select from the dropdown.

Select your answer

- Core Science Systems
- Ecosystems
- Energy and Minerals
- Natural Hazards
- Water Resources

28. Have you ever encountered challenges or delays at the end of a project with respect to releasing data or publications that may have been improved or alleviated by earlier planning and documentation? If yes, please describe the situation below.

29. Are you willing to talk to someone on the USGS Science Data Management team about your experience with DMPs and project planning?

- Yes
- No
- Maybe

30. Would you like to receive the final report and analyses from this survey?

- Yes
- No

31. Is there anything else related to DMPs that you would like to tell us?

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