

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

Data Management Planning Questionnaire for Center Directors

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 Center Director. 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 Data Management Plans (DMPs) in general...

Data Management Plan definition from Survey Manual 502.6: "A data management plan will include standards and intended actions as appropriate to the project for acquiring, processing, analyzing, preserving, publishing/sharing, describing, and managing the quality of, backing up, and securing the data holdings."

1. What do you think is the main value(s) of Data Management Plans (DMPs)?

Select all that apply.

- DMPs help project teams communicate information with project evaluators and data managers
- DMPs help project teams communicate with project partners
- DMPs help researchers learn about new data management practices and requirements
- DMPs help researchers define how they will manage and track their data throughout their projects
- DMPs help improve the quality of research and data products
- DMPs help centers plan for resources (staff time and project funding) needed for managing project data
- Other: _____

2. Have you found DMPs to be useful to your work?

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

3. In what ways have DMPs been useful to your work?

4. In what ways could DMPs be MORE useful to your work?

5. Which of the following are challenges that your Center faces with respect to creating and using DMPs?

Select all that apply.

- DMPs take too much time to create
- No one ever reads DMPs

- DMPs are of no use/benefit to my center
- We 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 for my center's data management needs
- We don't have the right tools or templates for implementing DMPs at my center
- We don't have good example DMPs to follow
- We don't have a good way to track DMPs
- DMPs are too hard to maintain and become out-of-date quickly
- We don't face any challenges
- Other: _____

6. Which one of these is your Center's GREATEST challenge when creating and using DMPs?

- DMPs take too much time to create
- No one ever reads DMPs
- DMPs are of no use/benefit to my center
- We 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 for my center's data management needs
- We don't have the right tools or templates for implementing DMPs at my center
- We don't have good example DMPs to follow
- We don't have a good way to track DMPs
- DMPs are too hard to maintain and become out-of-date quickly
- We don't face any challenges
- Other: _____

7. What would make it easier to implement DMPs at your Center?

8. 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, supervisors, 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"/>

9. 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"/>

10. Ideally, where do you think USGS 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 2

Thinking about YOUR CENTER'S PROJECT PLANNING PROCESS...

11. Do projects at your center 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, all of them
- Most of them
- A few of them
- None of them
- I don't know

12. How do you decide which projects need a proposal?

13. Who approves the project proposals?

Select all that apply.

- Program Council
- Program Coordinator
- Center Director or delegated authority
- Supervisor
- Projects do not require formal approval
- I don't know

14. Do projects at your center 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, all of them
- Most of them
- A few of them
- None of them

- I don't know

15. Describe the type and frequency of project progress reporting at your center.
For example, teams submit annual progress reports to the Center Director

16. Do you require that projects at your center have a DMP?

- Yes, all of them
- Most of them
- A few of them
- None of them

17. How do you decide which projects need a DMP?

18. Does your center have a documented process for creating 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

19. Does your center have a documented process for reviewing and approving DMPs?

- Yes
- No
- I don't know

20. What is your role(s) with respect to DMPs at your center?

Select all that apply.

- I ensure the development of project DMPs
- I review or approve project DMPs
- I ensure that DMPs are updated throughout the lifecycle of a project
- I delegate DMP authority to the Deputy Center Director
- I delegate DMP authority to another designated person or team

Section 3

Final Questions and Demographics

21. Which of the following resources are you familiar with related to DMPs?

Select all that apply.

- USGS Data Management website (<https://www.usgs.gov/products/data-and-tools/data-management/data-management-plans>)
- USGS Survey Manual Chapter 502.6 (<https://www.usgs.gov/about/organization/science-support/survey-manual/5026-fundamental-science-practices-scientific-data>)
- 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: _____

22. Are you aware of any projects that have experienced challenges or delays with respect to receiving approval to release data or publications that may have been alleviated by earlier planning and documentation? If yes, please describe the situation below.

23. 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

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

- Yes
- No

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

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