

Data Management Plan

The project team at Community College of Philadelphia are committed to maintaining and disseminating data developed conducting the proposed research consistent with the requirements articulated in the National Science Foundation (NSF) Grant General Conditions (GC-1) Article 46, “*Sharing of Findings, Data, and Other Research Products.*”

1. The proposed project will produce data on student recruitment, enrollment, satisfaction and learning as well as curriculum and mentoring materials from the classes, summer orientation program, and summer research program. All data will be maintained by the investigators on the colleges OneDrive folder in accordance with the Family Educational Rights and Privacy Act (FERPA) as well as colleges internal backup security and validation policies. The OneDrive folder is password protected and requires dual authentication for access. In addition, all college’s computers are password protected and no data will be allowed to be accessed outside of college’s network. All data will be stored for at least five years from the end of the project.
2. The project team will use data and metadata format and content that adhere to existing college and NSF standards and regulations. Majority of the data will be in .xlsx, .doc, .pptx, and .pdf formats. Should there be data on hard copy, it will be stored in a locked cabinet until transcribed. Once transcribed, the copies will be shredded following institutional policy.
3. All the files containing student personal information will be password protected and only available to the investigators. Required documents for annual assessment team meeting will be printed for evaluation during meeting. After the meeting, documents will be shredded following institutional policy on disposal of documents containing personal information.
4. Under FERPA and existing college policies, the project team will use only de-identified and/or aggregate project data for use or distribution as elements of presentations, publications, or other dissemination efforts.
5. The project team will archive all project data on the College’s S drive, which is locally hosted and password protected.
6. The data and curriculum material for summer orientation and summer research will also be made available to the scientific community following the Community College of Philadelphia’s policies on sharing of confidential and intellectual information. Community members requiring access to the data will contact the Principal Investigator. We do not anticipate any delay in sharing the data since the data generated through the proposed research may not generate intellectual property. Should such data be generated, protection of newly generated intellectual property may delay sharing and access to the original data, at least until the intellectual property is properly documented and protected.

No student data are expected to be stored or generated at UPenn. The curriculum for summer research and summer orientation will be jointly developed by two institutions and management of curriculum will follow bullet six mentioned above.