

WKU Green River Preserve Data Management Plan

Western Kentucky University's Green River Preserve (GRP) Directors strive to serve researchers, students and the general public.

The GRP Directors work to accomplish the following:

- Maintain organized, accurate monitoring and scientific data over the long-term
Facilitate access to the data for the benefit of original and future researchers
- Ensure that appropriate metadata is maintained and associated with all data
- Protect data that is inappropriate for public release (such as locations of endangered species or archaeological sites)

Background data collected by the station are freely available to researchers. The use of such data must be acknowledged, as described below in the Data Use Agreement.

Responsibilities of researchers

Researchers include all whose research was supported directly or indirectly by the GRP. Direct support might include funds for personnel, sample processing or equipment use; indirect support might include use of GRP landholdings, equipment, and/or facilities.

All formal research requires a proposal to the GRP. The researchers will provide all data necessary for the directors to determine whether the research will place archeological sites, rare organisms or the environment at risk. The directors will also need information to prevent risks to people or other research. All GRP proposals must include a data management plan. Proposals should discuss the type of data, the data collection procedures, quality assurance, storage, and backup as well as their publication plans and plans for release of data. All proposals shall include a statement agreeing to acknowledge the GRP in all reports and publications using data obtained from the GRP, and the agreement must be signed by the investigator. All data must be provided to the station directors within one year of collection. Such data will be made available to researchers upon request after three years. Researchers may petition for a longer period in advance in the case of long-term data collection. Researchers may also petition for extensions of the three year embargo. Either petition will require the unanimous support of the directors to provide an extension.

Researchers are strongly encouraged to hold discussions with the GRP Directors, either virtually or in person, prior to data collection. The directors can provide advice on data formats that facilitate efficient archiving of data.

As indicated by the GRP Data Management Plan, data includes:

1. Database: all data tables, pictures, samples, GIS layers, transcribed interviews, and any other data collected with the purpose of answering research questions. This includes data of a sensitive nature. Researchers will have the option to exempt certain data from publication if it meets certain criteria. It is the responsibility of the researcher to ensure that data provided to the data manager is accurate and in the formats requested.

2. Metadata: data that describes the content, quality, condition, and other characteristics of the data; and data that describes the study including title, abstract, purpose, dates, methods, site location and characteristics, etc.

3. Physical specimens collected (either the specimen itself with appropriate documentation, or information on where a specimen has been accessioned in a collection elsewhere, or a statement that the collection was destroyed in analysis).

All researchers must submit reprints of publications, theses, and dissertations written with data collected with support of the GRP for the publications catalog along with appropriate bibliographic citation. We will make this information available on the GRP website. We request that investigators whose work is public domain make their proposals reports, publications, and final datasets available to the directors. We ask that the datasets be stored as comma or space delimited.

Access requirements for non-proprietary data

Access to non-proprietary GRP data is subject to the following policy:

- Data users must agree to the Data Use Agreement (see below).
- Data users are requested to submit their name, affiliation, contact information and a description of how the data will be used to the Director.
- Data users also are requested to provide a copy of any publication using data or metadata collected at GRP to the Director.

Data Use Agreement

Data users must sign our data use agreement Data Use Agreement and provide contact information. We also request that the users provide copies of any publications using the data. Unrestricted data is available for any non-profit professional use. The person signing the agreement will cite the data set giving appropriate credit to the authors in any publication or product derived from the data. The person who signs the agreement will not pass the original data set or descriptions on to other entities that are not bound to the agreement. The users of the data will cite or reference all institutional reports or awards noted in the metadata in any products that benefit from the data. Access to restricted, proprietary, or sensitive data may be achieved on a case by case basis after meeting the requirements for access for the particular data. This access will require permission from the Directors, and potentially additional entities.

The Directors can terminate the data use with written notice should the users fail to comply with its terms. The data user is solely responsible for their misuse of the data provided by the GRP.

We attempt to ensure the accuracy of data and documentation provided by the station, but we do not provide any guarantee of accuracy. Original sources of the data may be able to provide superior evaluations of the accuracy of the data. The users agree to hold all entities producing or providing the data, metadata or other documentation harmless for damages resulting from its use.

Sign and Date: _____

Inspiration credit: Coweeta Hydrological Laboratory