TITLE: DATA MANAGEMENT PLAN (DMP)
PURPOSE: TO IDENTIFY THE BEST PRACTICE POLICY AND PROCEDURES TO ASSIST FACULTY (AND DOCTORAL STUDENTS) WITH THE REQUESTING OF A DATA MANAGEMENT PLAN.
APPROVED: 2.19.18

Procedure:

1. The Project PI researcher (and/or their assistant) will receive email correspondence from the designated point of contact within ONRS, Joanna Kentolall, to complete a Sensitive Data Questionnaire through REDCap.
   a. The project PI(and/or their assistant) should email their most current copy of the IRB protocol and related data management plan documents related to the research project to the Nursing IT Director.
   b. In that email communication, please also include the dates/times of your availability for the next week. Having this information will assist in preventing delays.
   c. Note: When initiating a new IRB protocol in IRBNet (https://www.irbnet.org/release/index.html), the project PI should (and is required by IRB) grant access to their project on IRBNet to the Nursing IT Director, Jony Singh, to sign the IRB Data Management Plan within the IRB Protocol.

2. After the Sensitive Data Questionnaire has been submitted and received by IT, a meeting will be scheduled between the researcher and the Nursing IT department to discuss the specifics of the research project relative to data management.

3. After the meeting, the CON IT department will draft an individualized DMP, which is specific to the individualized study protocol.
   a. The turn-around time for the DMP ranges from 1-10 business days[1] from the date of the first meeting.
   b. Additional meetings may be necessary in order to clarify any information that was not covered in the first meeting.
   c. As an alternative to additional meetings, clarification can be conducted through email correspondence between the Nursing IT department and the PI researcher.

4. Once the DMP has been approved and signed by the Nursing IT director, it will be emailed to the Project PI researcher for them to upload to their IRBNet project.
   a. The researcher can review the final version and communicate suggestions regarding changes for the DMP to the Nursing IT director.

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[1] Delays on the part of the researcher, regarding submitting the questionnaire or scheduling the first meeting will result in a delay of the researcher receiving a DMP that is signed/approved and ready to be uploaded to IRBNet. The timeline to receiving a DMP that is signed/approved and ready to be uploaded to IRBNnet is 1-10 business days (i.e. excluding weekends, holidays, etc.)