<table>
<thead>
<tr>
<th>Table of Responsibilities Timeline</th>
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<tbody>
<tr>
<td><strong>Faculty</strong></td>
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| Planning | • Review and recommend data management policies and procedures | • Establish data management policies and procedures | • Advise administration on data management policies and procedures  
• Advise administration on data citation standards |
| Proposal | • Prepare Data Management Plan (DMP) using approved template  
• Define data types  
• Comply with CSM/sponsor data policies  
• Include appropriate budget | • ORA Review DMP and budget for conformance with CSM guidelines  
• CCIT provides template input on costs | • Consult on writing DMP  
• Verify DMP meets CSM guidelines and standards for good practice  
• Develop DMP template |
| Award | • Prepare plan for data preservation while award is active  
• Create metadata content  
• Provide appropriate levels of data access and re-use | • CCIT consult on preservation plan  
• ORA verify existence of approved preservation plan | • Review and approve data preservation plan  
• Review and approve sample preservation plan  
• Verify preservation plans meet standards for good practice |
| Active Project | • Create and update metadata  
• Manage data acquisition  
• Preserve data and metadata  
• Ensure investigators know requirements  
• Protect rights of investigators  
• Cite data in publications | • CCIT provide resources as needed  
• CCIT provides training and hardware | • Consult on metadata contents as needed  
• Provide training as needed  
• Review and approve metadata content  
• Consult on data citation; provide for DOIs for data |
| Project Completion | • Upload metadata for public discovery  
• Prepare data and samples for archive and deliver to RDS  
• Provide appropriate metadata to RDS  
• Notify RDS of restrictions (copyright, license, proprietary, non-disclosure, etc.)  
• Forward data requests to RDS  
• Advise RDS on approval of requests | • Verify hand-off as part of project closeout  
• Encourage open access  
• Protect rights of investigators  
• CCIT ensures data stored on computer servers is preserved for 3 years | • Receive data, samples and metadata  
• Review for conformance with DMP  
• Archive data and samples or approve outside archive  
• Encourage and support outside access  
• Review and decide on data requests  
• Ensure users abide by restrictions and acknowledge data creators |