

NOAA Data Sharing Policy for Grants and Cooperative Agreements

Procedural Directive

Version 2.0

VERSION NOTE: This is version 2.0 of this NOAA procedural directive. Before you proceed with implementation of this directive, we recommend that you check to be sure this is the most recent version available. You can check to see what the current version is, download any updates and access additional implementation resources at the following permanent URL:

<https://www.nosc.noaa.gov/EDMC/PD.DSP.php>

NOAA Environmental Data Management Committee

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NOAA Environmental Data Management Committee (EDMC) Procedural Directive
NOAA Data Sharing Policy for Grants and Cooperative Agreements

Date of Implementation: 10/12/2011

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VERSION HISTORY

Version	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	Ingrid Guch	Initial Draft	EDMC	10/12/2011	Approved by EDMC
2.0	Ingrid Guch	6/7/2012	DoC Federal Assistance Law Division (FALD) and NOAA Grants Management Division	5/29/2012	Readability, improved enforcement and implementation date. (a) Data changed to Data/Implementation and (b) Sspatial and temporal coverage removed from typical data sharing plan description.

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Summary

All NOAA Grantees must share data produced under NOAA grants and cooperative agreements in a timely fashion, except where limited by law, regulation, policy or security requirements. Grantees must address this requirement formally by preparing a Data Sharing Plan as part of their grant project narrative.

Definitions

Environmental Data are recorded and derived observations and measurements of the physical, chemical, biological, geological, and geophysical properties and conditions of the oceans, atmosphere, space environment, sun, and solid earth, as well as correlative data, such as socio-economic data, related documentation, and metadata. Media, including voice recordings and photographs, may be included.

Sharing data refers to making data visible, accessible, and independently understandable to users in a timely manner at minimal cost to users, except where limited by law, regulation, policy or by security requirements. NOAA facilities that archive data and make the data openly available should be considered first for the disposition of the data. The process to contact a NOAA archive regarding a data stream is described in the NOAA Procedure for Scientific Records Appraisal and Archive Approval. http://nosc.ngdc.noaa.gov/docs/products/NOAA_Records_Brochure_4_pages_Dec_9.pdf.

Implementation Process

- ❖ In the first year of implementation of this directive, program managers are encouraged to require a Data Sharing Plan for new competitions, grants and cooperative agreements, however it will not be a requirement until the second year. Lessons learned will be reported by program managers to the Environmental Data Management Committee and incorporated into this procedural directive as needed.
- ❖ The default language in competition announcements will indicate Environmental Data must be shared in a timely manner and that a Data Sharing Plan (max. 2 pages) is required to be part of the project narrative. In order to comply with the Information Quality Act, Environmental Data made available to the public by the grantee will be accompanied by the following statement: These environmental data have not been formally disseminated by NOAA, and do not represent and should not be construed to represent any agency determination, view, or policy. This does not mean that NOAA can never formally disseminate the data, only that complying with this award condition is itself not a formal dissemination.

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- If a 2-page Data Sharing Plan would not be adequate for a particular competition, the program manager can indicate the actual information required (e.g., a complete Data Management Plan) in the competition announcement.
- There will be a flier/PDF with Frequently Asked Questions about the grants data sharing policy distributed widely to the grants community via NOAA Grants Management Advisory Council members. The Environmental Data Management Committee will circulate the flier/PDF to NOAA program managers and maintain a website with guidance and answers to questions raised by NOAA and non-NOAA persons. At a minimum, the flier/PDF/website with Frequently Asked Questions will address what is considered “publicly available”, “independently understandable”, and more information about the meaning of the required disclaimer “These environmental data have not been formally disseminated by NOAA, and do not represent and should not be construed to represent any agency determination, view, or policy.”

Implementation Language

The following language will be incorporated for competition announcements:

Environmental data and information collected and/or created under NOAA grants/ cooperative agreements must be made visible, accessible, and independently understandable to general users, free of charge or at minimal cost, in a timely manner (typically no later than two (2) years after the data are collected or created), except where limited by law, regulation, policy or security requirements.

1. Unless otherwise noted in the federal funding announcement, a Data/Information Sharing Plan of no more than two pages shall be required as part of the Project Narrative. A typical plan should include descriptions of the types of environmental data and information created during the course of the project; the tentative date by which data will be shared; the standards to be used for data/metadata format and content; policies addressing data stewardship and preservation; procedures for providing access, sharing, and security; and prior experience in publishing such data. The Data/Information Sharing Plan will be reviewed as part of the NOAA Standard Evaluation Criteria, Item 1 -- *Importance and/or Relevance and Applicability of Proposed Project to the Mission Goals*.
2. The Data/Information Sharing Plan (and any subsequent revisions or updates) must be made publicly available at time of award and, thereafter, will be posted with the published data.
3. Failing to share environmental data and information in accordance with the submitted Data/Information Sharing Plan may lead to disallowed costs and be considered by NOAA when making future award decisions.

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The following language will be incorporated in new competitive and non-competitive awards:

Environmental data and information collected and/or created under this grant/cooperative agreement will be made visible, accessible and independently understandable to users in a timely manner (typically no later than two (2) years after the data are collected or created) free of charge or at minimal cost that is no more than the cost of distribution to the user, except where limited by law, regulation, policy or by security requirements.

1. The Data/Information Sharing Plan (and any subsequent revisions or updates) must be made publicly available at time of award and, thereafter, will be posted with the published data
2. Environmental Data and Information produced under this award and made available to the public must be accompanied by the following statement: *These environmental data and related items of information have not been formally disseminated by NOAA, and do not represent and should not be construed to represent any agency determination, view, or policy.*
3. NOAA may at its own discretion, use information from the Data/Information Sharing Plan to produce a formal metadata record and include that metadata in a Catalog to indicate the pending availability of new data.
4. Failing to share environmental data and information in accordance with the submitted Data/Information Sharing Plan may lead to disallowed costs and be considered by NOAA when making future award decisions.

Directive Review and Metrics

This procedural directive shall be reviewed by the NOAA/EDMC annually and lessons learned will be incorporated as needed. Specifically, the EDMC anticipates providing grantees with a Data Sharing Plan template/repository or possibly changing the requirement so that the grantee must publicly release a formal metadata record during the grant project period. These ideas require further research and vetting prior to implementation. Success occurs if a high percentage of data produced under NOAA Grants/Cooperative Agreements is made visible, accessible and independently understandable to users in a timely manner at minimal cost. Indicators of success will be:

- Program Managers report that grantees have published their Data Sharing Plan Spot checks by NOAA personnel requesting data indicate grantees are following their Data Sharing Plans and the data are visible, accessible and independently understandable in a timely manner at minimal cost
- NOAA Federal Program Officers report benefits of data sharing

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- NOAA Archive Centers report benefits of data sharing
- NOAA grantees report benefits of data sharing
- Users of data report benefits of data sharing
- Other agencies use NOAA policy as a model for data sharing