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## **U.S. Atlantic Offshore Research Data Management & Sharing Plan Template Research Funder Instructions**

The Regional Wildlife Science Collaborative (RWSC) and Responsible Offshore Science Alliance (ROSA) have developed a joint Data Management & Sharing Plan (DMSP) template to support coordinated, high-quality data stewardship across U.S. Atlantic offshore research projects. This template is designed for use by any entity funding research related to wildlife, fisheries, and ocean ecosystems in U.S. Atlantic waters. The template integrates guidance from the [RWSC Data Governance Subcommittee](#) and the [ROSA Data Governance Program](#), embedding recommended repositories, data standards and standardized data sharing timelines to promote consistency across projects.

**Purpose:** To ensure research outputs are Findable, Accessible, Interoperable, and Reusable (FAIR), and that data are made available to support decision-making and future research as quickly as possible.

**Template Coverage:** Wildlife monitoring, fisheries research and monitoring, oceanographic data, benthic studies, telemetry, passive acoustics, eDNA, socioeconomic research, models and code, and derived data products. There is also space to add information about data types not currently covered by the template.

### **Benefits of Using a Shared Template**

Projects using the same template produce comparable, complete DMSPs that make it easier to identify collaboration opportunities across projects. RWSC, ROSA, and partner funders will use the shared template to track and compile information about data being produced across programs, timelines for data and data product productions, and locations where data are being stored consistent with the repository recommendations made by RWSC and/or ROSA.

Additionally, the burden for both funders (who will not need to create their own templates) and researchers (who will not need to learn new templates for each funder) will be reduced.

How ROSA and RWSC can support your program:

- Training webinars (if needed) for your funded projects on completing the DMSP
- Consultation on data management best practices specific to offshore research
- Coordination meetings to align monitoring frameworks across funders
- Data management assistance for projects that need additional support
- Repository recommendations based on data types

**Contact:** RWSC: [admin@rwsc.org](mailto:admin@rwsc.org) | ROSA: [info@rosascience.org](mailto:info@rosascience.org)

## Instructing Your Applicants or Funded Projects to Use the Template

### 1. Include the following language in your funding solicitation or award documentation:

#### Solicitation

*\*this is highly recommended by RWSC/ROSA as it helps with proposal evaluation*

*"Proposals under this program are required to develop a Data Management & Sharing Plan (DMSP) using the [U.S. Atlantic Offshore Research \(RWSC & ROSA\)](#) template available through DMPTool ([dmptool.org](#)). A draft DMSP must be submitted as part of the proposal. Awarded projects will be required to prepare a final DMSP to and within 6 months of project kickoff and updated semiannually throughout the period of performance."*

#### Award

*"Projects awarded under this program are required to develop a Data Management & Sharing Plan (DMSP) using the U.S. Atlantic Offshore Research (RWSC & ROSA) template available through DMPTool ([dmptool.org](#)). The DMSP must be prepared within 6 months of project kickoff and updated annually throughout the project duration."*

### 2. Step-by-Step Instructions for Principal Investigators/Data Managers completing DMSPs:

Option to provide the following detailed instructions in your RFP and/or award instructions.

#### **Creating your draft/initial DMSP:**

1. **Log in to DMPTool**
  - Go to <https://dmptool.org>
  - Create an account or sign in with existing credentials
2. **Start a New Plan**
  - Click "Create Plan"
  - **Important:** Initially select "Regional Wildlife Science Collaborative (RWSC)" as your primary funding organization to access the correct template
  - Select the "Atlantic Offshore Research (RWSC & ROSA)" template
3. **Update Funder Information**
  - Once the template loads, change the Funder field to **[Funder Organization Name]** under the Project Details tab
  - Funding Status - choose "Planned" for DMSPs included in proposals

#### 4. Complete Sections

- Write Plan tab - Fill out all sections relevant to your project
  - i. Roles & Responsibilities, Data Stewardship, Research Inputs, all applicable Research Outputs
  - ii. It is understood that at this stage, some data collection, data management, and data storage issues may not be fully known. Please complete as many sections with as much detail as you are able.
- Select "**None**" for the first question for each research output types not applicable to your project
- Guidance from RWSC and ROSA is provided to the right of each question

#### 5. Save Draft and Share

- Save your work regularly as a draft
- Using the Download tab, export word or pdf version of draft plan
  - i. Include a project details coversheet, section headings, and question text

#### 6. Attached Draft DMSP to Proposal

- Attach the completed DMSP to your proposal submission package
- In the "Finalize Plan" tab, keep the plan visibility "Private" or "Organization" while your proposal is under review if you wish

### **Instructions following receipt of award:**

#### 1. Revise Sections

- Revise all sections relevant to your project according to funder/reviewer recommendations
  - i. Roles & Responsibilities, Data Stewardship, Research Inputs, all applicable Research Outputs
- Select "None" for each research output types not applicable to your project

#### 2. Save Final Version and Share

- Save your work regularly
- After final review by the funder, the plan may be published to DMPTool:
  - i. In the "Finalize Plan" tab in DMPTool, change the visibility of the plan to "Public"
  - ii. Register the plan for a DMP ID. This will assign a DOI to the plan.

#### 3. Share Links to Final Plan with Funder

- Share the public URL and DOI with your funder
- Once the plan is set to public, RWSC & ROSA will be able to see and track your published plan