

Catawba Indian Nation IMLS Enhancement Proposal FY20

Narrative

Statement of Need

The Catawba Indian Nation, Catawba Cultural Division, and the Catawba Nation Community Resource Center proposes to the IMLS Library Enhancement Grant a project that will modernize and organize the Catawba Archives, allowing various audiences to more easily access our priceless collections and provide for the ongoing sustainable management of those collections. Established in 1994 in response to a community needs assessment, the Catawba Archives, which is housed in the Community Resource Center which is a part of the Catawba Cultural Center, is the only Archive in the world solely dedicated to the material culture and history of the Catawba Nation. It is also the only Archive within the Catawba Community and provides an important resource for the tribal and non-tribal public in researching family history, tribal history, historical trends in pottery and other arts, photographic resources, and more.

Through an internal assessment and strategic planning process ([see Supporting Documents](#)) involving Archives staff and the Catawba Cultural Preservation Project Director, the Catawba Archives determined several Current Weaknesses and Future Risks to the ongoing well-being of this important community resource: lack of organizational infrastructure (e.g. policies and procedures), very limited space, inaccessible data formats such as microfilm and microfiche, and the dangers of institutional knowledge existing only in the mind of the Tribe's Archivist, which caused problems for our Archives when our former Archivist left. Without addressing these needs, the Archival collections runs the risk of not being useable by the public (such as inability to search), not being maintainable by the staff (such as lacking a maintenance schema), and even losing important collections (such as our Microfilm/Microfiche collection) which will inevitably degrade without digitization.

This project will address these needs by: providing more space for future collections through the acquisition of rolling and collapsible shelving units, developing crucial policies and procedures such as a collections map and accession procedures, upgrading its Archive management software (PastPerfect), and completing the cataloguing of collections in this management software. This project best fits into the IMLS Project Goal of Preservation and Revitalization by meeting the needs for the preservation of invaluable collections of the Catawba Indian Nation and ensures the continuation of preservation efforts in the future.

The space for the Catawba Archives is extremely limited as it is located in the concrete basement of the Cultural Center where no expansion will be possible. In lieu of moving to a new location, which we foresee being a decade or more away if it is even possible, the only way to increase space is through the acquisition of collapsible and rolling shelving units. Every year the Archives acquires new materials including: photographs, research, memoirs, journals, pottery, basketry, and more and we expect that without this funding space will become too limited for new acquisitions within the next 5 years. We are concerned that without an appropriate plan for increasing storage space, important materials will begin to be lost to future generations of Catawbans.

In the past the Catawba Archives has been made up of a staff of one. When the past archivist retired, so did the organizational knowledge of the archives because there were no policies or

procedures to ensure an organizational scheme was held. Since new management the Catawba Archives has strived to restore and implement an organizational theme within the archives to provide easier accessibility to archival collections for archival staff, volunteers, and the public. By implementing organization standards in the Catawba Archives, the need for organization and accessibility of collections will be met.

Another part of this proposal is to upgrade our current content management system to a web-based system. Through this goal we expect to have collections searchable by multiple staff at multiple locations. Currently the Archival management system we use is only available on one computer at one location. This will also address an important Emergency Management need that was brought to light by COVID-19: the need for Archival staff to access collections management systems while working from home.

Lastly, this project will provide monies to assist in the digitization of our microfilm and microfiche collections. Archival staff do not have any knowledge or experience with digitizing these analog formats. The monies provided will be used to contract with a company to digitize these collections in hopes to make these materials more accessible and preserve the information within them for many generations to come.

The audience reached with this project will include tribal members, tribal staff, community members, and all patrons of the Community Resource Center Archives. The Catawba Nation has a land base of 15 square miles and roughly 1,100 acres of rural and suburban terrain. There are approximately 3,500 enrolled members of the Catawba Nation. Of those 3,500, approximately 1,000 live on the Catawba Reservation, 1,000 live off the reservation on our traditional lands, and 1,500 live elsewhere in the world. The Catawba Nation currently offers many services to tribal members including housing, health services, tribal childcare facilities, cultural services along with other services provided by the Catawba Nation Community Resource Center. The Community Resource Center provides tribal members with access to archival and library collections to assist in education, research, and inspiration. We provide access in person as well as online through the Catawba Digital Archives. Additionally, the Community Resource Center and Archives provides services to the non-tribal public including visitors, researchers, historians, lawyers, and more. The Archives does not currently have good data on yearly visits but we do know that in 2019 approximately 7000 people visited the Catawba Cultural Center, which houses the Community Resource Center/Archives, with an additional 1500 people attending the Cultural Center's 1-day Yap Ye Iswa Festival where the Archives/Community Resource Center was open to the public. Part of this project will include instituting policies and procedures for acquiring and maintaining better data on usage of the Archives by tribal and non-tribal patrons.

The modernization of the Archives will build upon the present Catawba Nation Community Resource Center and improve its efforts by building capacity, setting organization standards, creating policies and procedures to ensure the implementation of policies and procedures, and providing access to the collections management system on and off site. This modernization effort is in part inspired by the works of other tribal Archives which have been experienced

through IMLS's network of grantees and partners as well as conferences such as Association of Tribal Archives, Libraries, and Museums.

The Community Resource Center is currently located on the lower floor of the Catawba Nation's Cultural Services building and contains the Catawba Archives and the Catawba Nation's Library. Its services are offered Monday through Friday from 9 am to 5 pm. There are currently two staff that work in the Community Resource Center. The Community Resource Center provides the community with access to computers, printers, scanners, and other technology to assist in any needs that community members may have. The Community Resource Center also provides the community with internet access through Wi-Fi to assist in their needs as well.

Project Design

The Catawba Nation's "Modernization of the Catawba Archives" project proposes three main goals: capacity building, organization of archival collections, and digitization of endangered collections.

Goal One: Capacity Building

In the course of our 2020 strategic planning and assessment process, it was identified that the Catawba Archives is nearing its maximum capacity with the shelving units that are currently in use. Because the space that the Archives occupies cannot be feasibly expanded and there are no alternative spaces in Catawba Nation to house the Archives, the only way to increase capacity is by optimizing shelving. By using rolling track shelving units, we are hoping to fit more shelving units in the space that is already in use as collection storage. By placing more shelving units, the Catawba Archives will be able to store more collections in a more organized manner.

Objectives:

- Identify qualified and quality vendor for high density storage shelving unit
- Purchase units
- Install units

Project Questions:

1. How much high-density shelving units are needed for current collections?
2. How much high-density shelving units are expected to be needed for future collections?
3. What style of high-density shelving units will work best for our space and needs?

Steps to complete objectives:

1. Seek at least 3 quotes from vendors for units in compliance with Catawba Nation's Acquisition Policy
2. Purchase units
3. Create plan with CIN's Operations Department to remove collections from existing shelves, removing existing shelves, installing new shelving units, and returning collections to shelves in compliance with Policies & Procedures developed in Goal Two
4. Implement plan
5. Develop shelving unit maintenance & usage procedures and policies

Goal Two: Organization of Archival Collections

During the 2020 strategic planning process, lack of Archival Policies, Procedures, and Management Schema (e.g. collections map) was identified as a significant risk to the ongoing

work of the Archives. Goal Two will address this risk by working with an outside Archive specialist to develop these documents.

Objectives:

- Contract with qualified Archives consultant
- Catawba Archives needs assessment completed and delivered
- Archives policies, procedures, and schema developed and approved per CIN policies
- Approved policies, procedures, and schema implemented
- Strategic Plan developed for Catawba Archives covering 1, 3, 5, and 10 year goals

Project Questions:

1. What minimum expertise requirements will a consultant need?
2. Is it possible to partner with another tribe's Archives department as the consultant?
3. What are the areas we are asking for the consultant to assess?

Steps to complete objectives:

1. Post Call for Proposals for Archives Consultant in compliance with CIN's policies.
2. Sign contract with Consultant and work begins
3. Consultant works with Archivist and other stakeholders (including community members) to conduct a needs assessment
4. Consultant delivers and debriefs needs assessment with Archivist and CCPP Director
5. Consultant works with Archivist to develop policies, procedures, and schema based on findings of needs assessment
6. Developed documents approved by Archivist and then Cultural Center Director and then the Tribal Administrator
7. Consultant will assist Archivist in implementing approved policies, procedures, and schema and provide continued, timely support throughout implementation
8. Consultant will work with Archivist and other stakeholders (including tribal citizens) to deliver an Archival Strategic Plan covering 1, 3, 5, and 10 year goals

Goal Three: Digitization of Endangered Collections

During the 2020 Archives Strategic Planning Process, digitizing collections that are in danger of degradation or are otherwise difficult to use was identified as an urgent need. Part of the consultant's Needs Assessment Process (see Goal Two) will be identifying and prioritizing which collections meet these criteria but at this time we believe that our Microfilm and Microfiche collection to be a top priority. For some materials, such as Microfilm and Microfiche, the Archives will need to work with a 3rd party vendor to digitize. For other materials, such as VHS, maps, and textiles, the Archives may be able to digitize in house. All materials identified will continue to be stored in the Archives in accordance with policies and procedures (Goal Two) and catalogued in our management system, and all digital assets developed will be uploaded to the Digital Archives.

Objectives:

- Identify and prioritize collections to digitize based on following criteria:
 - Likelihood to degrade in the near future
 - Likelihood of being practically inaccessible in the near future, such as the difficulty of finding proper equipment to view certain storage formats
 - Appropriateness of collections for digitization (e.g. Three-dimensional objects may not be appropriate for digitization)

Catawba Indian Nation IMLS Enhancement Proposal FY20

- Create schedule of materials to be digitized
- Catalogue and store original materials in accordance with newly developed Policies and Procedures (Goal 2)
- Upload digital assets to the Digital Archives

Project Questions:

1. Which archival collections are most in need of digitization for long-term preservation?
2. Which collections can we digitize in house of the Catawba Archives?
3. Which collections will have to be digitized through contracted services?

Steps to complete objectives:

1. Consultant completes Needs Assessment, specifically a list of endangered materials to digitize
2. Archivist and Consultant develop a schedule for digitizing endangered collections
3. Identify and hire 3rd party vendors necessary for digitizing collections that can't be digitized in-house
4. Upload digital assets to Digital Archives
5. Catalogue and store endangered materials in Archives, linking catalogued items to digital assets
6. Archivist and Consultant develop long-term strategic plan for endangered collections and develop Policies and Procedures for future endangered collections

Impact

The Modernization of the Catawba Archives goals are to increase storage capacity within the archives, organize archival collections, develop crucial documents (e.g. Policies, Procedures, collections maps, strategic plan, and needs assessment), and digitize endangered collections. Building capacity within the Catawba Archives will impact the amount of space we will have for current and future collections. By completing this goal, we are extending the lifespan of the archival project by ensuring there will be enough space to continue its efforts of preserving and making accessible materials relating to the Catawba Nation well into the future.

Organization of archival collections, through the completion of Policies and Procedures such as a collections map, will also impact the amount of space within the archives by creating a clearly defined, traversable order to the Archives. Organization will also impact and improve accessibility of the archival materials by having a clear map to be able to locate any given collection at any time.

Digitizing endangered collections will impact the access and use of these materials by allowing the materials to be accessed using modern day technology that can be found in majority of homes. By hosting the digitized form of endangered collections on our existing Digital Archives site, we will be able to provide our tribal community, researchers, and educators with these rare collections from anywhere in the world.

Through the completion of this project, staff and patrons of the Archives will be more confident and competent in navigating our collections in person and online which will in turn foster increased interest and understanding of the Catawba Nation and its past, present, and future. We will measure progress by following the Schedule of Completion that is provided with this

proposal by setting timely yet achievable goals. Many of the goals we set are measurable by data, for example, we will know that we have built capacity within the archives by visualization of the space after shelves are installed. We will be able to measure the progress of organization by the mapping system we will be implementing in this project. We will be able to measure the endangered collection's digitization by comparing work completed to the schedule created in Goal 3.

We do expect a few risks with this project. By bringing on a highly-qualified Archival consultant we run the risk of finding far more preservation concerns than we had previously imagined, but we believe it is better to know so that we can begin to address those concerns. We may risk having a very long endangered collections list. We will face that risk by prioritizing the list and creating a schedule for digitization. We will also be able to use that schedule to identify collections that may require little to no funding to digitize using technologies already available in the archives or at other tribal entities or partners, allowing us to stay within budget. If there are many endangered collections that are unable to be digitized or preserved with available funding sources, we can search for additional funding for these projects from partnerships within the tribe and community.

Communications Plan

The Catawba Archives will reach our audience through communication avenues already in place within our community. The Catawba Post is a quarterly newsletter sent out to every household in the United States with a Catawba citizen living there. This newsletter shares projects happening all over the tribe as well as stories and opportunities. We will include updates on the "Modernization of the Catawba Archives" project in these newsletters. The Catawba Nation and its entities are also very active on social media and reach many tribal and non-tribal members of the public. Both social media and The Catawba Post are managed by the tribe's Digital Media Coordinator and Community Services Department. By partnering with them, the Archivist can ensure valuable, engaging communication while remaining focused on the day-to-day work of this project.

The digitization products will be shared through the Catawba Digital Archives. The Catawba Digital Archives is hosted through the Mukurtu platform created specifically for tribal archives to disseminate and make archival materials accessible from any location around the world. The platform also allows users to comment and provide feedback on materials and projects that are hosted on the site.

Catawba citizens and other community members will be engaged throughout the process to ensure their voices are heard. Particularly, feedback, suggestions, ideas, and needs will be sought during the Needs Assessment and Strategic Planning processes (Goal Two).

We expect to share the results of our process with other tribal Archivists through IMLS and ATALM. We will also be happy to share the results of this project, such as Needs Assessment, Policies, Procedures, Collections Maps, and Strategic Plan with other tribes and tribal Archives. Although we may not be able to share all digital collections with people from outside our tribe (depending on the sensitivity and protocol surrounding a given collection) we will share

everything we can with other tribal Archives facing challenges in the future that we currently face.

Sustainability

The “Modernization of the Catawba Archives” addresses several immediate needs, but we believe its greatest value is the creation of long term sustainability for the Catawba Archives. As outlined above, in our recent Strategic Planning process ([see Supporting Documents](#)) we identified several major risks to the future viability of the Archives:

- Lack of clear and consistent Policies and Procedures
- Institutional knowledge not being documented which can cause significant problems if an Archivist leaves (a situation that occurred when our last Archivist retired)
- Limited space that is quickly running out
- Lack of a collections map
- Certain collections in danger of being lost
- Lack of long term strategic plan

By addressing these major risks using the steps outlined in the other sections of this Narrative, we will create an Archive that is viable for many generations to come, that can continue to take on new collections to document the unfolding story of Catawba Nation, and that can be easily accessed by our tribal and non-tribal community.

We believe this project will lead to systemic change in our community by making the Archives vastly more accessible. As Catawba Nation pursues the expansion of our education program and partnerships with researchers, having a readily-useable Archive will be crucial to developing these programs and partnerships. We have also seen intense interest in the Archives by tribal citizens who often become frustrated by the difficulty of accessing specific collections or browsing collections by topics, both of which will be addressed with this project.

We will sustain our digital collections through our Digital Archives, which was built using the Mukurtu platform, which was specifically designed for use by indigenous communities. To ensure the ongoing viability of our Digital Archives we will also cross-train more staff and work with the Catawba Nation’s Operations Department to develop annual maintenance and emergency response plans for the Digital Archives.

In 1994, following the Restoration of Catawba Nation’s Federal Status, the Nation conducted a community needs assessment to understand the priorities of our tribal citizens. In that Needs Assessment we discovered that a top tribal priority was the establishment of an Archive. Since then the community desire for the Archives has continued to be affirmed by tribal resolution, use of the Archives by citizens and departments alike, and inclusion of the Archives in community events such as the Yap Ye Iswa (Day of the River People Festival). Although the Archives has done incredible work as the only Archive in the world solely dedicated to Catawba Nation’s past, present, and future we believe this project will elevate our Archives to a world-class institution for decades to come.

Catawba Indian Nation IMLS Enhancement FY20

Schedule of Completion

	Sept 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21
Goal One Step One	■											
Goal One Step Two				■								
Goal One Step Three					■							
Goal One Step Four							■					
Goal One Step Five							■					
Goal Two Step One				■								
Goal Two Step Two							■					
Goal Two Step Three										■		
Goal Two Step Four												
Goal Two Step Five												
Goal Two Step Six												
Goal Two Step Seven												
Goal Two Step Eight												
Goal Three Step One												■
Goal Three Step Two												
Goal Three Step Three												
Goal Three Step Four												
Goal Three Step Five												
Goal Three Step Six												

*Refer to Narrative for descriptions of each goal and step.

Catawba Indian Nation IMLS Enhancement FY20
 Schedule of Completion

	Sept 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22
Goal One Step One												
Goal One Step Two												
Goal One Step Three												
Goal One Step Four												
Goal One Step Five												
Goal Two Step One												
Goal Two Step Two												
Goal Two Step Three												
Goal Two Step Four												
Goal Two Step Five												
Goal Two Step Six												
Goal Two Step Seven												
Goal Two Step Eight												
Goal Three Step One												
Goal Three Step Two												
Goal Three Step Three												
Goal Three Step Four												
Goal Three Step Five												
Goal Three Step Six												

*Refer to Narrative for descriptions of each goal and step.



DIGITAL PRODUCT FORM

INTRODUCTION

The Institute of Museum and Library Services (IMLS) is committed to expanding public access to digital products that are created using federal funds. This includes (1) digitized and born-digital content, resources, or assets; (2) software; and (3) research data (see below for more specific examples). Excluded are preliminary analyses, drafts of papers, plans for future research, peer-review assessments, and communications with colleagues.

The digital products you create with IMLS funding require effective stewardship to protect and enhance their value, and they should be freely and readily available for use and reuse by libraries, archives, museums, and the public. Because technology is dynamic and because we do not want to inhibit innovation, we do not want to prescribe set standards and practices that could become quickly outdated. Instead, we ask that you answer questions that address specific aspects of creating and managing digital products. Like all components of your IMLS application, your answers will be used by IMLS staff and by expert peer reviewers to evaluate your application, and they will be important in determining whether your project will be funded.

INSTRUCTIONS

If you propose to create digital products in the course of your IMLS-funded project, you must first provide answers to the questions in **SECTION I: INTELLECTUAL PROPERTY RIGHTS AND PERMISSIONS**. Then consider which of the following types of digital products you will create in your project, and complete each section of the form that is applicable.

SECTION II: DIGITAL CONTENT, RESOURCES, OR ASSETS

Complete this section if your project will create digital content, resources, or assets. These include both digitized and born-digital products created by individuals, project teams, or through community gatherings during your project. Examples include, but are not limited to, still images, audio files, moving images, microfilm, object inventories, object catalogs, artworks, books, posters, curricula, field books, maps, notebooks, scientific labels, metadata schema, charts, tables, drawings, workflows, and teacher toolkits. Your project may involve making these materials available through public or access-controlled websites, kiosks, or live or recorded programs.

SECTION III: SOFTWARE

Complete this section if your project will create software, including any source code, algorithms, applications, and digital tools plus the accompanying documentation created by you during your project.

SECTION IV: RESEARCH DATA

Complete this section if your project will create research data, including recorded factual information and supporting documentation, commonly accepted as relevant to validating research findings and to supporting scholarly publications.

SECTION I: INTELLECTUAL PROPERTY RIGHTS AND PERMISSIONS

A.1 We expect applicants seeking federal funds for developing or creating digital products to release these files under open-source licenses to maximize access and promote reuse. What will be the intellectual property status of the digital products (i.e., digital content, resources, or assets; software; research data) you intend to create? What ownership rights will your organization assert over the files you intend to create, and what conditions will you impose on their access and use? Who will hold the copyright(s)? Explain and justify your licensing selections. Identify and explain the license under which you will release the files (e.g., a non-restrictive license such as BSD, GNU, MIT, Creative Commons licenses; RightsStatements.org statements). Explain and justify any prohibitive terms or conditions of use or access, and detail how you will notify potential users about relevant terms and conditions.

A.2 What ownership rights will your organization assert over the new digital products and what conditions will you impose on access and use? Explain and justify any terms of access and conditions of use and detail how you will notify potential users about relevant terms or conditions.

A.3 If you will create any products that may involve privacy concerns, require obtaining permissions or rights, or raise any cultural sensitivities, describe the issues and how you plan to address them.

SECTION II: DIGITAL CONTENT, RESOURCES, OR ASSETS

A.1 Describe the digital content, resources, or assets you will create or collect, the quantities of each type, and the format(s) you will use.

A.2 List the equipment, software, and supplies that you will use to create the digital content, resources, or assets, or the name of the service provider that will perform the work.

A.3 List all the digital file formats (e.g., XML, TIFF, MPEG, OBJ, DOC, PDF) you plan to use. If digitizing content, describe the quality standards (e.g., resolution, sampling rate, pixel dimensions) you will use for the files you will create.

Workflow and Asset Maintenance/Preservation

B.1 Describe your quality control plan. How will you monitor and evaluate your workflow and products?

B.2 Describe your plan for preserving and maintaining digital assets during and after the award period. Your plan should address storage systems, shared repositories, technical documentation, migration planning, and commitment of organizational funding for these purposes. Please note: You may charge the federal award before closeout for the costs of publication or sharing of research results if the costs are not incurred during the period of performance of the federal award (see 2 C.F.R. § 200.461).

Metadata

C.1 Describe how you will produce any and all technical, descriptive, administrative, or preservation metadata or linked data. Specify which standards or data models you will use for the metadata structure (e.g., RDF, BIBFRAME, Dublin Core, Encoded Archival Description, PBCore, PREMIS) and metadata content (e.g., thesauri).

C.2 Explain your strategy for preserving and maintaining metadata created or collected during and after the award period of performance.

C.3 Explain what metadata sharing and/or other strategies you will use to facilitate widespread discovery and use of the digital content, resources, or assets created during your project (e.g., an API [Application Programming Interface], contributions to a digital platform, or other ways you might enable batch queries and retrieval of metadata).

Access and Use

D.1 Describe how you will make the digital content, resources, or assets available to the public. Include details such as the delivery strategy (e.g., openly available online, available to specified audiences) and underlying hardware/software platforms and infrastructure (e.g., specific digital repository software or leased services, accessibility via standard web browsers, requirements for special software tools in order to use the content, delivery enabled by IIIF specifications).

D.2. Provide the name(s) and URL(s) (Universal Resource Locator), DOI (Digital Object Identifier), or other persistent identifier for any examples of previous digital content, resources, or assets your organization has created.

SECTION III: SOFTWARE

General Information

A.1 Describe the software you intend to create, including a summary of the major functions it will perform and the intended primary audience(s) it will serve.

A.2 List other existing software that wholly or partially performs the same or similar functions, and explain how the software you intend to create is different, and justify why those differences are significant and necessary.

Technical Information

B.1 List the programming languages, platforms, frameworks, software, or other applications you will use to create your software and explain why you chose them.

B.2 Describe how the software you intend to create will extend or interoperate with relevant existing software.

B.3 Describe any underlying additional software or system dependencies necessary to run the software you intend to create.

B.4 Describe the processes you will use for development, documentation, and for maintaining and updating documentation for users of the software.

B.5 Provide the name(s), URL(s), and/or code repository locations for examples of any previous software your organization has created.

Access and Use

C.1 Describe how you will make the software and source code available to the public and/or its intended users.

C.2 Identify where you will deposit the source code for the software you intend to develop:

Name of publicly accessible source code repository:

URL:

SECTION IV: RESEARCH DATA

As part of the federal government's commitment to increase access to federally funded research data, Section IV represents the Data Management Plan (DMP) for research proposals and should reflect data management, dissemination, and preservation best practices in the applicant's area of research appropriate to the data that the project will generate.

A.1 Identify the type(s) of data you plan to collect or generate, and the purpose or intended use(s) to which you expect them to be put. Describe the method(s) you will use, the proposed scope and scale, and the approximate dates or intervals at which you will collect or generate data.

A.2 Does the proposed data collection or research activity require approval by any internal review panel or institutional review board (IRB)? If so, has the proposed research activity been approved? If not, what is your plan for securing approval?

A.3 Will you collect any sensitive information? This may include personally identifiable information (PII), confidential information (e.g., trade secrets), or proprietary information. If so, detail the specific steps you will take to protect the information while you prepare it for public release (e.g., anonymizing individual identifiers, data aggregation). If the data will not be released publicly, explain why the data cannot be shared due to the protection of privacy, confidentiality, security, intellectual property, and other rights or requirements.

A.4 What technical (hardware and/or software) requirements or dependencies would be necessary for understanding retrieving, displaying, processing, or otherwise reusing the data?

A.5 What documentation (e.g., consent agreements, data documentation, codebooks, metadata, and analytical and procedural information) will you capture or create along with the data? Where will the documentation be stored and in what format(s)? How will you permanently associate and manage the documentation with the data it describes to enable future reuse?

A.6 What is your plan for managing, disseminating, and preserving data after the completion of the award-funded project?

A.7 Identify where you will deposit the data:

Name of repository:

URL:

A.8 When and how frequently will you review this data management plan? How will the implementation be monitored?