

Data Management Plan

Expected Data

This project will result in a specific series of products, identified below. Outcomes, data, and products will include:

Network of Regional Comprehensive Digital Humanities Practitioners	Infrastructure for the network will be created during the workshop. Membership in the network will be open to faculty, administrators, graduate students, and independent scholars interested in developing digital humanities programs or teaching with digital humanities at regional comprehensive universities. Membership will be publicized through social media, as well as the network's website and email list.
Website	A website will be created to publicize the network and to disseminate digital files developed in conjunction with the workshop and contributed by network members.
Digital Files	Digital files include slide presentations, audio and video recordings, and text files developed by participants in the workshop and contributed by network members.
Surveys and Reports	<p>Survey questions and results from approximately 400 colleges will be collected and analyzed. This material will be available on the network website.</p> <p>The final white paper for the project will also be available on the network website.</p>

Data Format and Metadata Standards

In line with the open, collaborative ethos of the project, all data will be documented, shared, and distributed via the Internet on the website for the Network of Regional Comprehensive Digital Humanities Practitioners. Project co-directors Roopika Risam and Susan Edwards will assume responsibility for updating and sustaining the website. All data will be maintained in that are accessible, adaptable, editable, and portable for all interested parties, including faculty, administrators, graduate students, and independent scholars.

Standard document formats will be used: Microsoft Office, PDF, JPEG, MP3 audio, MP4 video, HTML, XML, and .CSV. Audio and video files will be captured in uncompressed formats and made available through Salem State University's institutional repository, Digital Commons, and also will be converted to MP3 (audio) and MP4 (video), which are suitable for sharing online. The web publishing platform WordPress (self-hosted by Salem State University Library) and

video publishing platform YouTube will also be used for the network website and event videos, respectively. The project will follow standard XHTML and HTML guidelines as set by the W3C's Interaction Domain, along with best practices for meta tags and searchability via Google and other web crawlers. The project co-directors will use the WAVE Accessibility Tool to ensure accessibility of materials created and made available publicly.

Descriptive metadata will be developed for preservation of materials in Salem State University's Digital Commons institutional repository. The Archives uses Dublin Core as its metadata scheme and the metadata will be developed by project co-director Susan Edwards, to ensure consistency and application of controlled vocabulary. Technical metadata will be maintained with video and audio recordings.

Policies for Access and Sharing and Provisions for Appropriate Protection/Privacy

The website will be open access and content will be licensed via Creative Commons (CC-BY).

Policies and Provisions for Re-use, Re-distribution

The project-generated material will be available on the network's website. Contributors will retain their intellectual property rights for materials developed in the workshop but agree to license materials they contribute to the website under a CC-BY license, as stated above. Contributions to the project's white paper will be handled the same way. Participants will sign consent forms for audio and visual capture of presentations.

Plans for Archiving and Preservation of Access

During the life of the project, all distributed materials will be stored digitally in two separate locations and in hard copy (if possible). Daily, off-site backups of all server based data will be implemented and continued through the end of the life of the project, using the Salem State University Library's Microsoft cloud server. Both digital and hard copy materials will be preserved through the Salem State University Archives. Digital materials will be preserved in the university's Digital Commons institutional repository, and paper materials will be housed with the Archives' print holdings beyond the end of the life of the project. Materials will be available on the network's website and in Salem State University's institutional repository within two months of the end of the workshop.

Any issues related to data management that are not directly addressed in the foregoing sections will be handled in accordance with NEH policies and procedures, along with state and federal statutes governing intellectual property.