

All hours are estimates for the total project, not annual totals.

Activity	Hours of Effort for Award less than \$350,000	Hours of Effort for Award more than \$350,000	Comments/ Logic for inclusion:
Project Management			
Partnership initiation Meeting	1	2	
Budget Scope and Planning Meeting	2	4	
Initial Project Management and Workflow Integration Meeting	5	10	
Store and Manage			
Storage and management of data cuts across every single sub-section listed below.			
Storage Options	2	4	Consultation on various storage options for different stages of the research data lifecycle. Assistance with the identification of platforms, file types, and storage options.
Data Safety	2	4	Consultation on data security and safety, including various levels of data types. Assistance with de-identification of human subject data.
Plan and Design			
Plan processed from initial application to project closure. What data resources might you need?			
Data Management Plans	1	2	Consultation and review of initial data management plans before applying for a grant.
Data Policies and Compliance	1	2	Review of applicable data policies and compliance with such policies, including any considerations for clinical data management.
Directory Structures	8	16	Develop standardized directory structures that will be necessary for data collection and for ingestion into data repository.
Roles and Responsibilities	4	8	Develop clear roles and responsibilities for data management for the duration of the project, including what is needed for long- and short-term projects.
File Name Conventions	8	16	Develop file naming conventions to help with the organization of data
Collect and Create			
Organization and integration of data collection workflows and processes			
Collaborative Tools and Software	5	10	Consult on and review collaborative tools and software for your project. Tools might include Open Science Framework. Software might include R, SAS, SPSS, or Tableau.

Electronic Lab Notebooks	10	20	Initial set up of protocols, notes, etc. Electronic Lab Notebook is a software for entering protocols, observations, notes, and other data. It can be used by the project's team. UNMC provides eLabJournal for use.
Documentation and Metadata	10	20	Develop metadata and documentation to describe, explain, locate, and manage your data. Provide context about your data to make it usable using a data dictionary, a README file, or a Protocol.
Reproducibility	10	20	Ensuring datasets are reproducible by ensuring standardization in data organization. Both consultation and assistance with creation would be necessary for quality assurance.
Analyze and Collaborate			
Analyze and Collaborate		Processing and analysis of data with project team. All datasets should be well documented.	
Analysis Ready Datasets	20	40	Creation, formatting, validation, standardization, cleaning, and documentation of dataset for analysis and collaboration.
Image Management	5	10	If a project contains image files, consultation on image file types, collecting, capturing, analyzing, and storing images for successful collection.
Version Control	5	10	Work to control versions of files or file sets for ease of collaboration and historical records.
Evaluate and Archive			
Evaluate and Archive		Identify essential research records and evaluate for retention.	
Data Security	5	10	Creation and consultation of robust data privacy and security planning for human subject research.
Data Retention	5	10	Consultation and creation of data retention plan for during and after the project period. Guidance on retaining different types of records and assistance with handling records that have met the mandated retention period.
Archives and Records Management	10	20	A small portion of data may be identified for permanent storage as part of the historical record of UNMC. Evaluation of records for permanent storage in archive and options for permanent retention.
Data Destruction	10	20	Assistance with managing and disposing of data associated with research after the project has ended and after the 7- to 10-year post-project retention period.
Share and Disseminate			
Share and Disseminate		Establish and support the access of your data	
Data Sharing	10	20	Aid in the process of data citation, tracking, credit, and data authorship to enable replication, conduct new analyses, find data after a project is finished.
Open Access	10	20	Direct the process of open-access data, including licensing, copyright, and other open data concerns.
Data Use Agreements	10	20	Safeguard data transfer through the use of data use agreements for incoming and outgoing data.

Publish and Reuse		Ensure the broad utility of research data for other research	
Intellectual Property	10	20	Guide you through using certain types of data depending on the license under which it is published and permitted to be used.
Scholarly Products	1	2	Ensure the accessibility of your data through scholarly products like Digital Object Identifiers.
Pre-Prints and Publishing	10	20	Review of pre-publication data curation methods.
Data Repositories	1	2	Consult on the use of data repositories to make data findable, accessible, interoperable, and reusable.
Total Hours of Effort	181	362	
Data Manager Hourly Rate*	\$45	\$45	
Total Cost for Project	\$8,145	\$16,290	

***Rate if using provided data management services**