Instructions can be found at the bottom of this document

- **A Description of the project, including:**
  - Project Name:
  - Principal Investigator:
  - Curator:
  - Computational Project ID (if assigned):
  - Organization:
  - Project Status (On-going/Directed Funding or Finite/Grant Funding):
  - Brief Description of work to be completed:
  - Brief Description of the input, intermediate, and final data files, e.g. observational data, climate model output, in-situ data, etc.
    - Input data are
    - Intermediate files are
    - Final Products are
  - Workflow diagrams are optional but strongly encouraged (examples can be provided)

- **Ingest of Input data:**
  - Where is the data located now (NASA DAAC, External data service, PI's system, Discover, ADAPT pubrepo, other)?
  - How will the data be brought into the NCCS (network, already available, physical media (special dispensation required))? 
  - What is the estimated volume of input data?

- **Access and Sharing:**
  - **Classification of data:**
    - Input Data (Public, Private, Controlled (e.g. ITAR, NGA)):
    - Intermediate Files (Public, Private, Controlled (e.g. ITAR, NGA)):
    - Final Products (Public, Private, Controlled (e.g. ITAR, NGA)):
  - **Group Access:**
    - Input Data (Computational Project, Existing NCCS group (provide group name), New NCCS group):
    - Intermediate Files (Computational Project, Existing NCCS group (provide group name), New NCCS group):
    - Final Products (Computational Project, Existing NCCS group (provide group name), New NCCS group):
    - If a New NCCS group is required, please list the users who will need to be members:
    - Is the data group writable? (input, intermediate, final)
    - Is the data world readable? (input, intermediate, final)
    - If applicable, what is the name of the CSS directory?
    - If applicable, what is the short name for the top level of the Discover directory?

- **High Level Computational Requirements:**
  - Parallel computation (Y/N)?
- NCCS Systems that will need to access the data, if known, specify all that apply (Discover, ADAPT, specific ADAPT VMs, Dataportal):
- Licensed Software, select all that apply (IDL, Matlab, None, list any other):
- Other:

- **Data Volume (estimated):**
  - Intermediate files (size):
    - Number of files/directories (inodes), if known:
  - Final Products (size):
    - Number of files/directories (inodes):

- **Sharing final data products publicly via Data Services:**
  - Will the data be made available to the public via the NCCS Dataportal (Y/N)?
    - If so, which services (HTTPS, GDS, TDS, ESGF, ArcGIS, FLUID, other)?

- **Disposition**
  - **When will you delete the following data from disk:**
    - Input Data (after processing, after final QC, after # of years, end of project, etc):
      - If not after processing, provide a justification (e.g. sharing with other NCCS projects, need for future reprocessing):
    - Intermediate Files (after each run, after final QC, after # of years, end of project, etc):
      - If not after processing, provide a justification (e.g. sharing with other NCCS projects, need for future reprocessing):
    - Final Products (after external archiving, after # of years, end of project, etc):
      - If not after processing, provide a justification (e.g. sharing with other NCCS projects, need for future reprocessing):

- **Archive:**
  - Where will the final products be archived (NASA DAAC, PIs system, other)?
  - How will the final products be migrated to the archive or Cloud?

- **Miscellaneous:**
  - URL that describes the data that will go into CSS? These URL’s provide background on relevant data sources.
  - What is the process for managing the data of project members who leave while the project is active?

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**Info for System Configuration (to be completed by the NCCS):**

<table>
<thead>
<tr>
<th>System Directory</th>
<th>Ownership</th>
<th>Group</th>
<th>Group Write</th>
</tr>
</thead>
</table>

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Instructions for filling out this form:

**Description of the project:**
- **Project Name:** title of the project
- **PI:** self-explanatory. Does not need to be a civil servant.
- **Curator:** this will be the person who “owns” the data, the person to whom questions about the data are directed
- **Computational Project:** computational project name/ID
- **Organization:** GMAO, GISS, GSFC Code, external organization, for example
- **Project Status:** expected lifetime of the project
- **Brief Description:** what does the project accomplish (1-3 sentences)
- **Description of data files:** describe the input, intermediate, and final data for us (e.g. observational data, climate model output, in-situ data, etc.)

Show us your workflow if you can.

**Ingest of input data:**

*Contact us if you have questions*

**Access and sharing:**

**Classification of data:**
- **Input Data** Public, Private, Controlled (e.g. ITAR, NGA):
- **Intermediate Files** Public, Private, Controlled (e.g. ITAR, NGA):
- **Final Products** Public, Private, Controlled (e.g. ITAR, NGA)

**Group Access:**
The group access section is asking for information on who will need read and/or write access to the data covered by this DMP. If you have an existing group that covers this, please enter it here. If you need a new group, this is the place to provide that information.

This is also the place to suggest a directory name for your project for either Centralized Storage (CSS) or Discover or both, if appropriate.

High Level Computational Requirements:
- Parallel computation (Y/N)? will this project compute on Discover
- NCCS systems that will need to access the data, if known: specify all that apply
  (Discover, ADAPT, specific ADAPT VMs, Dataportal)
- Licensed Software, select all that apply: Matlab, none, list any other
- Other:

Data Volume (estimated):
- Intermediate files: byte and inode count (if known)
- Final Products: bytes and inode count

Sharing final data products publicly via Data Services:
- Please contact us if you have questions

Disposition
- Please contact us if you have questions

Archive:
- Where will the final products be archived (NASA DAAC, PI’s system, other)?
- How will the final products be migrated to the archive or Cloud?

Miscellaneous:
- URL that describes the data that will go into CSS? To tell other customers what this data is and who to contact for science question

What is the process for managing the data of project members who leave while the project is active? Who will pick up ownership of this data if the PI or curator leave the project. (A job title is sufficient)