

Appendix II. Data Requirements

Applicants will be required to follow the **Data Requirements** below, as approved by the Executive Subcommittee for this March 2013 RFP solicitation:

[Definition] The term “data” may refer to unprocessed products (e.g., notes, observations, instrument readouts), final products (e.g., published information, software code/applications, GIS data, maps), or derivative products (e.g., simulations, models, supporting materials).

[Data Sharing] The Appalachian LCC (AppLCC) is committed to assembling all key information/data derived from LCC-supported projects that may be foundational in further landscape-leveling modeling and conservation planning efforts. The LCC is also committed to openly distributing information/data derived from LCC-supported projects as appropriate, but reserves the right to include relevant data in the foundational data layer archives. The AppLCC assumes the responsibility of data access restriction, as warranted, and to safeguard sensitive data (e.g., certain endangered or trust species locations or cultural sites, historic data). As such, any data or information derived from AppLCC-funded activities that has not been made available through the AppLCC may not be released to any other party without the written consent from the Chair of the AppLCC Steering Committee or designate. Access to all data will be managed by the AppLCC staff in close consultation with its Executive Subcommittee to authorize access to sensitive data and restrictions regarding its use and further display or dissemination (*see additional comments under “Restrictions/Data Access” below*).

[Software] Applicants should clearly state within their application materials whether any software required to work with project deliverable(s) is/are proprietary or open source format. The Appalachian LCC (AppLCC) is committed to using open source software. This reflects a Programmatic commitment to ensure maximum access to any tools, analyses, or visualization delivered by and/or funded-through the Cooperative to our members, partners, and broader stakeholder community. As such, applications that rely on proprietary software products must be delivered in an appropriate open source format, acceptable for integration to the established web-based delivery currently funded by the AppLCC. Applications should note if proposals do not include provision to deliver open source software (i.e., conversion of proprietary data or derivative products, etc.) and these may receive less favorable review by the project selection committee.

[Data Delivery] The principal investigator(s) must submit an electronic copy of any data funded by the AppLCC for its development or assembly. The AppLCC staff or web contractor will make available to the PIs a secure file transfer system (SFTP) to upload and transfer all data, products, or software coded products and will help provide instruction on the procedure. It is the responsibility of the PI(s) to upload the data and data products (including key intermediate data if requested) to the LCC, in commonly accepted formats needed for long-term science research. A complete metadata record (stored in one of the three following widely-recognized metadata

protocols; FGDC, CSDGM, or ISO) is required for the project as a whole (Project Metadata) and for each data product (Dataset Metadata) delivered and in compliance with National LCC Data Management Guidelines (*copy or url available upon request*).

[Restrictions/Data Access] Applications should note if legal requirements dictate restriction to public access of delivered data, and such information and data access issues must be clearly stated in the project proposal. Some State Agencies with management authority and responsibilities may have additional requirements regarding access to locational data for sensitive species and habitats that must be addressed in any application. Requests from university researchers to delay the public release of data, pending publication considerations, must be expressly made in the project proposal. It will be the decision of the AppLCC Executive Subcommittee to consider such restrictions and how the AppLCC will negotiate such restrictions if a favorable decision is made to fund a project or contract. However, proposals may receive less favorable review by the project selection committee if such restrictions result in the data used in an AppLCC-funded project not being included in the foundational data set the LCC is committed to building (*see Data Sharing section above*). In accepting AppLCC-funding, the applicant agrees to respect intellectual and commercial property rights as applicable.

[Project Proposal Scope of Work] Furthermore, each approved applicant will be required to prepare a summary for insertion within their contract regarding what types of data (as defined above) will be generated, any restrictions associated with distribution of the data, as well as formats and protocols that will be used for data and metadata. Finally, these aspects of the project must be fully reflected in both the timeline and the budget of any proposal application submitted to the LCC for consideration. Before final payment will be authorized, all data and data products (including key intermediate data if requested) and other supporting materials must be delivered no later than 90 days after the project contract date ends unless prior approval for an extension has been granted in writing by the AppLCC staff. An extension may be granted for delivery but final payment will still be withheld until all data and data products are posted onto the AppLCC.Org website in an acceptable format and quality.