

## **DATA/INFORMATION SHARING PLAN**

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### **A. Type of Data and Information Created**

*Interview data* will be collected from interviews with municipal leaders and planners for both evaluation and research purposes. Interview data will be collected through one-on-one phone interviews.

*Survey data*, both quantitative and qualitative, will be collected from both closed- and open-ended questions about the project process. Survey data will be collected from a web-survey.

*Observation data* will be collected in the form of notes from the workshop.

*Climate data* will be used in this study. While no new climate data will be created, all data analyses will build on existing datasets. Existing climate data that will be analyzed for the study include the U.S. Historical Climatology Network Version 2 and the Global Historical Climatology Network. Both datasets are available through the National Centers for Environmental Information (NCEI). Climate projection data will come from the IPCC Fifth Assessment Report (AR5) and the Third National Climate Assessment, such as CMIP5.

### **B. Expected Schedule for Data Sharing**

New climate information and products that are created in this project will be made available to the public, free of charge, on the High Plains Regional Climate Center (HPRCC) website. A simple web-based interface will be created, which will enable anyone to obtain the data at any time. This includes any data analyses performed (graphs, charts, maps, narratives, etc.) and all templates. The web-based interface and templates will be released approximately 1.5 years into the project. All raw climate data that will be analyzed are already freely available on the NCEI website. Publications that aggregate qualitative data will be sent out for review at the end of the project, as data will be collected throughout the project period.

### **C. Standards for Format and Content**

Interview, survey, and focus group data may be in both digital (e.g., recordings) and non-digital (e.g., handwritten notes) form. Any data taken in non-digital form will be transformed to electronic formats. Metadata will be developed and stored along with these datasets. The metadata will include information on who, what, when, where, how, and for what reason the data were collected.

All climate data that will be used in this study are in a digital format. Any climate data analyses will also be in digital format (graphs, charts, maps, narratives, etc.). HPRCC understands that station metadata is nearly as important as the data itself. As such, all station metadata from the NCEI will be included along with the data analyses.

### **D. Policies for Stewardship and Preservation**

The HPRCC has a long history of data and information sharing, having provided climate services to the public since 1987. The majority of the services they provide are made available for free to the public via our website. HPRCC has IT professionals on staff who can maintain any web tools created during this project, which will ensure that the data, web-based interface, and templates can remain on the web well past the completion of the proposed two-year project. At HPRCC, incremental backups of the website occur on a daily basis, with full backups occurring monthly.

## **E. Procedures for Providing Access**

Data from this project will be shared in multiple ways. Much of the data collected in this study will be qualitative in nature. As such, we will share (if requested) all interview data that does not compromise the individual participants' rights and privacy. All tools and templates will be shared via a data archive on the HPRCC website. While this portion of the website will be targeted towards municipalities, anyone from the general public will be able to freely access this site. Results from the project will also be compiled, analyzed, and shared through scientific publications. We will target publications that are open access or allow for pre- or post-print archiving and posting, thus ensuring access to all. Examples of such journals include *Natural Hazards*, *Journal of Service Climatology*, and the *Journal of Environmental Planning and Environment*.

Due to the possibly sensitive nature of data collected through interviews, surveys, and observations, data security is an important aspect of the data management plan. During the two-year project period, interview, survey, and observational data will be stored by the project personnel involved in the collection and/or analysis of the data. Any data obtained in paper form, such as observational notes, will be stored for safe keeping in a locked drawer, while data in electronic form will be stored on secured, password-protected computers. Only project personnel who collect or analyze the data will store the data on their secure, password-protected computers, or have access to the locked drawer. Data of this nature will be backed up on at least a monthly basis. All data from interviews, surveys, and observations will be preserved beyond the two-year project period and will be made available to others, if requested. These data will be kept for 5 years beyond the life of the project.

## **F. Prior Experience with Publishing Data**

As discussed above, the HPRCC has been providing climate data and information to the public since 1987. Some of the services provided are based on previous research and are made available for free to the public via our website. Some examples of published research data that are available on the website include:

- Wind Chill Climatology for the High Plains Region:  
<http://www.hprcc.unl.edu/maps.php?map=WindChill#>
- Corn Belt Climate Trends: <http://www.hprcc.unl.edu/climatetrends.php>
- Standardized Precipitation Index Maps:  
<http://www.hprcc.unl.edu/maps.php?map=ACISClimateMaps&product=spi>

## **G. Easy Access to Project Data**

If awarded, this Data/Information Sharing Plan will be made publicly available and will also be posted with the data via the HPRCC website. Any publications resulting from this research will refer to the award number of the grant in the acknowledgements section and reference the NOAA Climate Program Office via the FundRef mechanism (if available).