## **PRELIMINARY TA DMP Template for PROJECT ACRONYM**

**Project Information**

* **Project Name:**
* **Project Acronym:**
* **User-group leader:**
* **Hosting research infrastructure:**
* **Hosting research infrastructure contact:**

**Executive Summary**

* Provide a brief project summary (copy from the TA proposal form).

**Data Summary**

* What data will the project collect or generate?
* Is this new data or re-analysis of existing data?
* Will other external data sources be reused? (Provide references if applicable).

**Data Type & Acquisition**

* What kind of data is being collected (e.g., in-situ, remote sensing, model output)?
* Is data collection continuous or campaign-based? Include start and end dates.
* Expected data size.
* Will real-time data be provided?

**Data Storage & Format**

* What format will the data be in (e.g., NetCDF, CSV)?
* Where will the data be stored (e.g., public or private repository)? Include a link if possible.

**Metadata**

Specify the metadata format used (e.g., XML, JSON, CSV).

List the standards and conventions followed for attributes (e.g., time, feature description, parameters).

**FAIR Data**

* How will the data be made accessible (e.g., software tools required)?
* Will you apply a data license (e.g., Creative Commons)?
* Will the data have a DOI?
* Is an embargo period required? If yes, for how long and why (provide a justification)?

**Data Security & Ethics**

* How will the data be secured?
* Is personal or sensitive data being collected? If yes, how will privacy be protected?
* Are there any ethical concerns related to the project (e.g., human participants, sensitive ecosystems)?

**Additional Notes**

* This DMP is preliminary and will not be evaluated until the project is accepted for implementation. Then, POLARIN WP4 will support the TA applicant to complete the TA DMP with missing details (and consolidate the final version of the TA DMP).
* The maximum embargo period is 24 months after project completion. [If an embargo is sought to give time to publish or seek patents, specify why and how long this will apply, bearing in mind that research data should be made available as soon as possible. If data is declared to be CC, embargo cannot exceed the project duration]
* **Metadata and metadata conventions:** 
  + Metadata must be provided to describe the data (who, what, where, when) and should be made available as soon as possible under a **CC0 license**.
  + Follow metadata standards like **ISO19115/19115-2** and use international conventions (e.g., **ISO8061 for time**, **WGS84 for coordinates**).
  + Metadata should include the citation and acknowledgement to POLARIN.
* Once the data is published in a trusted repository, applicants must submit the DOI reference, along with any publication records, to the POLARIN Transnational Access Platform (TAP).