DMP Review and Approval Checklist Template

Foundational Questions

The foundational questions below will be answered in the RAAMS system.

	RAAMS EGID: _____ Original Project FPL Unique Identifier: _____ (i.e. AL_RESTORE_003_000_Cat1)	Yes	No	N/A	Needs Clarification
1	Project name provided?	☐	☐	☐	☐
	Comments:				
2	Is project name in master list?	☐	☐	☐	☐
	Comments:				
3	Agency provided?	☐	☐	☐	☐
	Comments:				
4	Project phase provided?	☐	☐	☐	☐
	Comments:				
	Data steward				
5	Name provided?	☐	☐	☐	☐
	Comments:				

		Yes	No	N/A	Needs Clarification
6	Phone provided?	☐	☐	☐	☐
	Comments:				
7	Email provided?	☐	☐	☐	☐
	Comments:				
8	Estimate budget for data management provided?	☐	☐	☐	☐
	Comments:				
9	Is the budget level commensurate with the level of work?	☐	☐	☐	☐
	Comments:				
10	Data collection start date provided?	☐	☐	☐	☐
	Comments:				
11	Data collection end date provided?	☐	☐	☐	☐
	Comments:				
12	Brief project description provided?	☐	☐	☐	☐
	Comments:				
13	Project location provided?	☐	☐	☐	☐
	Comments:				

	Description of data collection activities	Yes	No	N/A	Needs Clarification
14	Collection methods	☐	☐	☐	☐
	Comments:				
15	Collection sampling frequency	☐	☐	☐	☐
	Comments:				
16	In-house data management / metadata capabilities indicated?	☐	☐	☐	☐
	Comments:				
17	Did capabilities address storage?	☐	☐	☐	☐
	Comments:				
18	Did capabilities address archival?	☐	☐	☐	☐
	Comments:				
19	Did capabilities address data exposure?	☐	☐	☐	☐
	Comments:				
20	Did capabilities address data delivery to Council?	☐	☐	☐	☐
	Comments:				
21	Did capabilities address digital object identifier usage?	☐	☐	☐	☐
	Comments:				

Additional comments to Science Officer and/or Recipient, especially in regards to specific questions where “no” was checked: