FAIR Data Stewardship Plan Template for Organizations and Institutions

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Overview of the Template

The FAIR Data Stewardship template was first developed for the 2020 Force11 Scholarly Communication Institute session on "Advancing FAIR Data Stewardship: Fostering Institutional Planning and Service Development." The template is a tool for planning organizational and institutional change that leads to implementation of FAIR principles for local assets and services. While the template can be used once by a single person or a team, it is meant to be a "living document" that is used iteratively and for on-going program planning and policy development. Local environments shift with uptake of new technologies, changes in resource allocations, and modified staffing arrangements. Institutions also undertake new strategic directions that bring opportunities, and these must be factored in. This document can be used as a tool during the start of a campus or service review, or used as part of an assessment along the way.

Several sections of the stewardship plan template open the process to gather more information (or synthesize existing local assessments) and to consider possible goals within the organization. Often in non-profit and higher education work, what is possible is based on existing resource allocation.

The training plan section is an opportunity to think holistically on ways to offer data stewardship skill building, and perhaps even new approaches to developing basic data awareness. Often, approaches to information dissemination and training are tied to previous, successful endeavors in your own local environment; and, pedagogical approach and "tuning-for-audience" is best organized to meet the specific needs of your organization or institution.

We offer a tip for utilizing the Priorities and Wishlist worksheet (Section 7): Keep the list of items to 10 or less. This exercise is intended to help focus thinking and planning - out of the many things you could do - what might be the most worth doing and where to start.

Section 8: "Extra Credit" provides additional potential or aspirational "reach" goals for institutions further along their institutional data stewardship journey. (The authors intend to co-evolve this template with the FAIR data ecosystem and add to this list over time.)

Finally, while we sought to orient this toward the global research enterprise, we acknowledge that some of the terminology in this template is U.S.-centric. We are willing to add terms, as well as additional options under Section 4: Institutional Assessment. We welcome feedback on these elements and general use of this template.

1. Organization/Institution Details:

- Name of the organization or the group this is for:
- Type of organization:

2. Stakeholders:

- People and organizations (or units) covered by this plan:

- People this plan will help (i.e. roles in the organization):

- People who are needed for broader buy-in, funding, or other resources:

3. Data Stewardship Goal

- As best you know this, what is the current institutional view or commitment on data stewardship?

- Describe the future state of your institution's data stewardship capacity. List its components and what will be created.

- Describe the impacts of this future capacity on your institution, your community and other groups that will benefit.

4. Institutional FAIR Assessment

This section will uncover what you have already, what is being developed, or that can be repurposed - as well as gaps.

- Existing relevant policies or guidelines:
    - ☐ Institutional level Public Access or Open Science statements, requirements, etc.
    - ☐ Library Deposit Terms of Agreement
    - ☐ Guidelines on Access and Management of Research Data

- Existing roles at your institution:
    - ☐ Research librarian
    - ☐ Data Librarian
    - ☐ Repository Manager
    - ☐ Archivist

      ☐ Research Computing
         ☐ Research Facilitator
      ☐ Shared roles (Research IT & Library; etc.), specify _____

- Existing services
  - ☐ DMP support
  - ☐ Data Curation
  - ☐ Data Repository
  - ☐ Other RDM services
  - ☐ IP / Copyright Services
  - ☐ ORCID integration/license
  - ☐ DOI minting
  - ☐ Software development / Programming
  - ☐ FAIR auditing
  - ☐ Data acquisition and utilization
  - ☐ Data quality and improvement
- Past accomplishments in this area
  - ○ Data standards that came out of my institution
- Other compliance, data policies that your institution is subject to (federal, funding agencies):
  - ☐ [NIH Data Sharing Policy](#)
  - ☐ ...

- Data organizations our institution is active in and/or holds leadership positions in:
  - ○ Interest groups, implementation networks, or committees to leverage:

5. Opportunities
(who are your data/FAIR champions?)

- Individuals that are willing or able to contribute to FAIR Data Stewardship success:

- Researchers who are interested in data services and reuse of data:

- Domains my institution is strong or active in:

- Current institutional goals this aligns with:

6. Training Plan
- Current training offerings related to items in the assessment:

- Past training offerings that our institutions participated in:

- Available resources I can make use of:

- Current (local) demand for FAIR data training:

- Frequency training is needed
  (checkboxes)
  - ☐ Annual FAIR data awareness training
  - ☐ Data Stewardship special topics (one off)
  - ☐ Data Stewardship training and certification
  - ☐ Metadata for machines

7. Priorities and Resource Wishlist

Review the goal, assessment, opportunity, and training plan.

1. List the actions these suggest and record a timeframe using the worksheet.
2. For each time frame, collapse into 10 items. This can be done by categorizing items that are alike into one item.
3. Order based on priority.

Priorities Wish List Worksheet

Action to Take	Short-term (0-12 mos)	Medium Term (1-2 Years)	Longer Term (3+ years)

Short-Term Priorities

Item	Resources available	Resources needed
1.		
2.		
3.		
4.		
5.		

Medium-Term Priorities

Item	Resources available	Resources needed
1.		
2.		
3.		
...		

Long-term Priorities

Item	Resources available	Resources needed
1.		
2.		
3.		
...		

8. "Extra credit"

"Reach" assignments for yourself/your organization:
- Use and contribute to [FAIR implementation profiles](#)
- Host a FAIR data endpoint. [View the introductory videos](#).
- Utilize [RDA outputs](#) that relate to FAIR
- Contribute to a FAIR training resource, such as the [Metadata for Machines](#) Handbook
- Evaluate an institutional repository using FAIR maturity indicators or try the [FAIR evaluator](#).