

Data Management Plan

Data Information:

All metadata and data from the project will be shared in a timely manner. Data will consist of measurements (e.g., parasite or fish dimensions) and counts (e.g., numbers of parasites), along with DNA sequences. Data will be stored in database spreadsheets (e.g., EXCEL). Libraries of DNA sequences and primers generated in this study will be established using Geneious (*ver. R6*) software created by Biomatters. This program is currently used in the Dolan lab and a second site license will be purchased for a computer in the Sikkel lab. In addition, all new sequence of taxonomic marker genes for fish, parasites and/or other invertebrates identified in this study will be submitted to both NCBI GenBank and Fish BOL. Copies of photographs, notes, and databases will be retained by all senior personnel. **All digitized data and/or digital media (e.g., images, audio files) of voucher material from the project will be made available through the online National Resource for Digitized Collections (iDigBio.org), and any phylogenetic character matrices and trees will be formatted and deposited for inclusion within the Open Tree of Life. Preserved voucher specimens will be deposited in the collections of the Natural History Museum of Los Angeles, as well as in the country of origin (if any).**

Resources and Facilities:

Data will be stored on each of 3 personal computers owned by 3 of the senior personnel members.

Formats:

Copies of original notes will be stored as PDF. Data will also be stored in EXCEL files.

Policies:

Arkansas State University-Jonesboro (ASU-J) invests substantial and sufficient resources to acquire and operate information technology (IT) assets, such as hardware, software, and Internet connections, etc. The University has a responsibility to manage its resources in the most efficient and effective manner possible and in compliance with all laws, regulations, and sound business practices, while at the same time protecting and preserving the right to academic freedom. Effective management of information technology resources will assure students, faculty, and staff adequate access to information and technology over the long term. The following regulations are established to define acceptable uses of University information resources, and to assure that information technology resources promote the basic functions of the University in teaching, learning, research, administration, and public service. These regulations apply to any individual accessing the Arkansas State University information technology infrastructure and associated resources.

The 83rd General Assembly of the Arkansas State Legislature passed House Bill 2403 into law as ACT 1287 of 2001. This Act requires all State agencies to develop appropriate use policies. Moreover, ASU-J must manage certain legal risks regarding employment and student conduct issues. Information and Technology Services has no current written guidelines within which to set policy for employment issues outside of individually interpreted common understandings. This policy complies with ACT 1287 of 2001.

Policy Scope

These regulations apply to any individual or entity accessing the Arkansas State University information technology infrastructure and associated resources. Although this policy sets forth the general parameters of appropriate use of IT resources, faculty; students; and staff should consult their respective governing policy manuals for more detailed statements on permitted use and the extent of use that the University considers appropriate in light of their varying roles within the community. In the event of conflict between handbook IT policies and the University Appropriate Use Policy, the Appropriate Use Policy will prevail.

IT resources may be used only for their authorized purposes -- that is, to support the research, education, administrative, and other functions of Arkansas State University. The particular purposes of any IT resource as well as the nature and scope of authorized, incidental personal use may vary according to the duties and responsibilities of the User.

A) Proper Authorization. Users are entitled to access only those elements of IT resources that are consistent with their authorization. Access is limited to members of the ASU-J community, including faculty, staff, students, and other specifically authorized individuals.

B) Ownership. Subject to intellectual property rights policy, all data stored on University computers belongs to the University, unless specifically stated elsewhere or agreed to by the appropriate university official.

C) Privacy. Users agree to access only data that they are authorized to use and/or view. Privacy in an electronic environment should never be assumed, and cannot be guaranteed. Because Arkansas State University is a state agency, all electronic communications and documents may be subject to the Freedom of Information Act.

Rights and Obligations:

Penalties. Individuals found to have violated this policy may be subject to penalties provided for in other University policies dealing with the underlying conduct, that is, the Faculty handbook, the Staff handbook, and the Student Code of Conduct handbook. Individuals who are members of the ASU-J community are subject to all local, state, and federal statutes. Violators may also face IT-specific penalties, including temporary or permanent reduction or elimination of some or all IT privileges. The appropriate penalties shall be determined by the applicable disciplinary authority in consultation with the Systems Administrator.

Legal Liability for Unlawful Use. In addition to University discipline, Users may be subject to criminal prosecution, civil liability, or both for unlawful use of any IT System.

Appeals. Users found in violation of this policy may appeal or request reconsideration of any imposed disciplinary action in accordance with the appeals provisions of the relevant disciplinary procedures.