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## Scaling human fiber intakes for mouse microbiome studies

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## **Data management plan**

### ***Expected Data Type***

Sequencing data, chromatography files, data files from plate readers, spreadsheets, pictures, handwritten records

### ***Source***

Individual observation records or digital output from laboratory instrumentation

### ***Data Format***

Raw data: gathered as hard copy documentation recorded permanently in laboratory notebooks and/or as electronic files, as follows: Written material: Word and Pages files

Sequencing data: Fasta, Biom, and txt files Spreadsheets: Excel files

Digital images: tiff, jpeg

Statistical analysis files: Jmp and GraphPad Prism

Other: PowerPoint, Adobe PDF

*All hard copy data will be digitized as either images (jpeg) or PDF documents.*

### ***Data Storage and Preservation***

All hard copy records will be archived and securely stored onsite at the laboratory. All digital data will be secured on individual computers, on a secure cloud server (Box.com) maintained by the university with restricted access and on an external hard drive maintained offsite at the PIs home locked in a fire-proof safe. Digital data will be backed up periodically to the cloud and external hard drive.

### ***Data Sharing and Public Access***

It is our intention to publish research data in publicly available journals, including all relevant raw data related to that work, which may be deposited as supplementary information at the journal website or made available through USU's Digital Commons repository. We have previously made public microbiome data through Digital Commons, for example: [https://digitalcommons.usu.edu/all\\_datasets/47/](https://digitalcommons.usu.edu/all_datasets/47/)

All original research data will be secured with access restricted to personnel involved directly in this research project. Access will be granted and managed by the PD and/or Co-PD; access to cloud storage via Box.com is managed using various permission level settings (e.g., view access only, or view/edit/delete access). Anyone seeking access to research data must seek permission through the PD.

### ***Roles and Responsibilities***

The PD maintains responsibility for archiving and securing all research data. The Co-PD will aid in managing data and will take the lead in data management should some contingency arise.

No costs are required for managing data; Box.com provides unlimited storage to all research staff and a 4 TB external hard drive is already available to the laboratory.

***Monitoring and Reporting***

The project and DMP will be monitored as specified by NIFA.