

Data Management Plan

Expected Data

| Type of Data | When Shared? | Under What Conditions? |
|-----------------------------------|---|---|
| Open source computer code. | Code will be publicly available as soon as the project begins and will undergo development in public. | Code will be available on the project website and GitHub, under the terms of the GNU General Public License. |
| User documentation and tutorials. | After beta launch. | User documentation and tutorials will be freely available on the project website and with the redistributable software package. |
| White Paper. | At the conclusion of the initial grant-funded period. | Dissemination of the final report will be the responsibility of the NEH. |

Data Formats and Dissemination

Software will be written in the PHP scripting language, with associated files in JavaScript, HTML, and CSS, and possibly other scripting or markup languages. Themes will also contain image files in formats such as .png (Portable Network Graphics). Existing open source resources such as WordPress or the JQuery library may be included with or without modifications, always in accordance with the licenses governing those resources. This code will be released under an open license and hosted on both the CBOX website at <http://commonsinabox.org/> and on GitHub.com for perusal, retrieval, and modification by the public. Formal reports will be made publicly available in PDF format on the project website at the end of project completion.

Period of Data Retention

The Commons In A Box does not collect data from users of the software. The software is distributed by the WordPress Plugin Repository and is downloaded through the WordPress Dashboard onto servers run by individual users (be those users single instructors or entire institutions).

The software itself is archived under version control on Github; all software produced through this grant will be freely available on the project website or, in the unlikely case that Github is unavailable, on a similar code-sharing website, for a period of no less than five years.

Data Storage and Preservation of Access

All computer code, including versioned records of all changes, will be licensed under the GNU General Public License and available via Github alongside the existing code for Commons In A Box. User documentation materials and tutorials will be hosted on the Commons In A Box server at <http://commonsinabox.org>, which is administered and housed on site by the Information Technology (IT) Department at the Graduate Center, CUNY (GC). The IT Department creates a data backup every day at 6am by exporting all databases and all files on the Commons server to a co-located backup server at the GC. Each daily backup is kept for 28 days. Additionally, the Graduate Center has an identical fail-over physical server located at Baruch College, to which it synchronizes data daily at 5am. The Domain Name Service (DNS) record for the Commons, commons.gc.cuny.edu, is hosted through the cloud-based Amazon Route 53 DNS service, so the Commons can be switched over to the Baruch College servers should GC facilities become unavailable.

Development of CBOX will continue after the grant period ends, but at the end of the grant period, CUNY Libraries will store complete and current (at that time) versions of CBOX as compressed tar archives (.tar.gz files) in the Graduate Center’s institutional repository to ensure long-term access to the code.