**USU PUBLIC ACCESS TO DATA - WORKFLOWS**

**INITIAL SETUP**
- Upon notice of award: DSP sends letter to the researcher regarding requirements to provide DMP or PMD and federal mandate to share data.
- Researcher completes and submits DMP (preferred) or PMD.
- DSP completes PMD using the Kuali system.
  - PMD accepted
  - PMD only
  - DSP sends the DMP/PMD and other relevant docs to Library Data Management Services.
- Data Management Services inputs data into Digital Commons and uploads docs.
- Cataloging and Metadata Services creates records in Worldcat and ILS.

**ANNUAL UPDATES / CLOSE OUT**
- DSP fills out designated fields in Kuali to trigger future Data Management notices.
- DSP runs monthly reports of federal awards that are reaching the anniversary of their project start date.
- Interim notifications are sent to PI annually encouraging them to update their PMD.
- DSP updates the PMD in Kuali as needed.
- DSP sends updated PMD to the library.
- Research Data Management Services verifies accuracy of information and checks for access.
- Library updates Digital Commons with the revised PMD.
- **AWARD CLOSE OUT**
  - Close out notices are sent to PI which indicate the requirement to update the PMD within 30 days.
  - Interim notifications sent to PIs for up to 2 years after award close out if needed (as data production or publication will often occur after award close).
  - **Statuses assigned/updated:**
    - No PI confirmation of compliance = "closed pending data"
    - PI confirms compliance = "closed".

**DATASETS**
- Is the researcher depositing data in Digital Commons or another repository?
  - Another Repository
  - Digital Commons
  - Checks for access and retrieves necessary links (access points).
  - Data is reviewed and reformatted as needed.
  - Data Management Services inputs data into Digital Commons and uploads files.
  - Data Management Services exports Digital Commons data and sends to Cataloging and Metadata Services.
  - Cataloging and Metadata Services creates records in Worldcat and ILS.

**Graphical Elements**
- Decision Point
- Record is set up in the Funded Research and Data Series
- Record is set up in the Dataset Series
- PMD = Primary Metadata Document
- DMP = Data Management Plan