



Help Our Principal Investigators Stay Compliant

HRP Data Management & Grant Lifecycle

Reference Guide for Elements and Principal Investigator Teams



Excellent data stewardship is at the core of a data centric culture and HRP promotes data management literacy along with its core values across the whole organization. HRP requires all stakeholders supporting a research procurement project to be aware of their responsibilities managing the research project, the research data, or work-related tasks supporting research experiments.

The **HRP Data Management Plan** and **NASA Grants & Cooperative Agreements (GCAM)** are two authoritative documents that address data management and help HRP facilitate research procurements.

Training guides have been developed for a few key areas to assist the completion of milestone tasks or parts of a research procurement.

Explore the links to the guides, read the NASA [GCAM](#), or the [HRP Data Management Plan](#) in the HHPC Hall Library. For questions regarding research procurements, contact:

HRP Grants Office

jsc-sa-grants@mail.nasa.gov

Chief Scientist Office

js-hrp-chief-science-office@mail.nasa.gov

Grant Closeout

NASA & HHPC utilize the Award Closeout process to determine all administrative actions and work completed by the award recipient meet federal requirements.

[GCAM Section 9](#)
[HRP DMP Section 8.4](#)

Data Management Plan

All solicited and single-source proposals must include a DMP that describes what data will be generated through the course of the proposed research and how it will be shared and preserved.

[HRP DMP Appendix D](#)

Research Data Submission Agreement

Establishes the data delivery contract between the LSDA team, HRP Element, and PI.

[HRP DMP Section 4.2.3](#),
[LSDA RDSA Blank Book](#)

Escalations

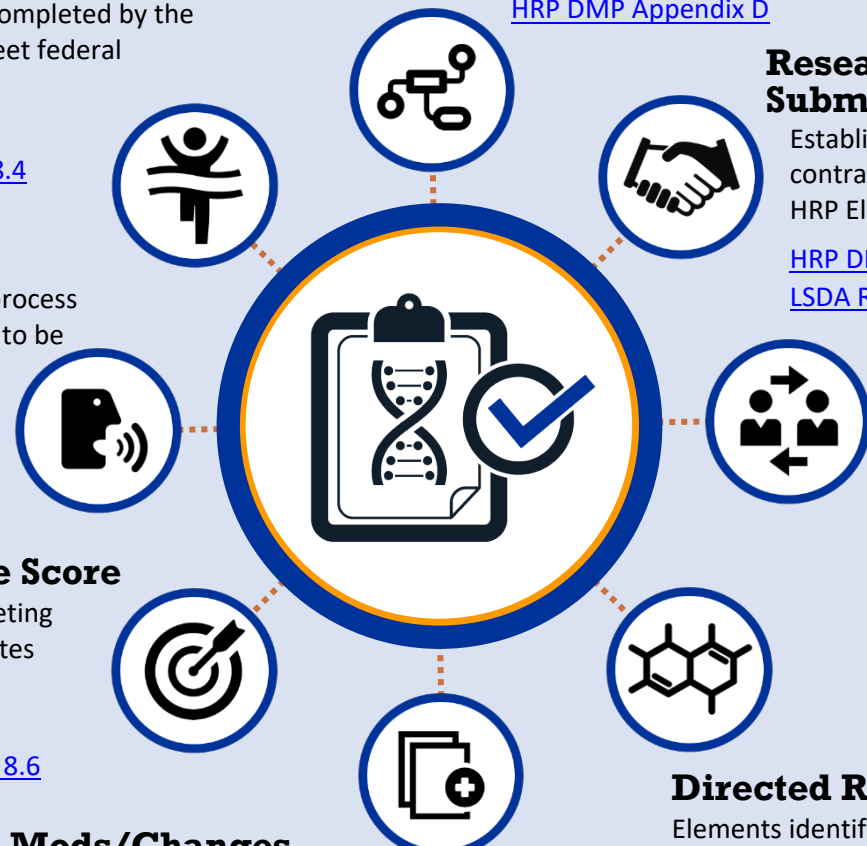
Refer to the escalation process guidelines if a PI is likely to be late or is already late meeting a milestone.

[HRP DMP Section 8.7](#)

PI Compliance Score

How well is the PI meeting milestone task due dates identified in the Data Integrated Schedule?

[HRP DMP Section 8.5, 8.6](#)



Data Sharing

Ensuring data sharing is documented for investigators through flight subject specific Data Sharing Plans and Data Sharing Agreements.

[HRP DMP Sections 4.5, 10](#)

Mods/Changes

Change in project scope, change in key personnel, funded extensions, and no-cost extensions are monitored by the GO and TO. [GCAM 7.8](#)

Directed Research

Elements identify PIs to initiate directed tasks through a single source proposal process. [HRP DMP Section 7.1.3](#)

For questions about this infographic, contact the HRP Data Management Integration Office (DMIO).

Download the training guides here: <https://nls.nasa.gov/explore/hrp-grant-guides>.

For JSC users, check out the **HRP Data Management Plan** in the HH&P Hall Document Library.



DMIO