In order to effectively manage and share sponsored research data, USU has established the following process between the Principal Investigator (PI), Sponsored Programs (SPO), and USU Library during award setup and annually through the duration of the award.

**Award Setup**
- SPO Notifies PI that Proposal is funded
- SPO works with PI to complete PMD
- SPO forwards DMP and PMD to Library
- Library Creates Records in Digital Commons, ILS, and WorldCat

**Annual Updates**
- SPO notifies PI to update PMD
- PI sends updated PMD to Library
- Library verifies data and publications are deposited
- Library creates records: Data - Digital Commons, ILS, WorldCat; Publications - Digital Commons & updates PMD
- SPO receives updated PMD from Library, attaches to award record in Kuali

**Closeout**
- Process repeats until 2 years after closeout or until all data is deposited

**Key**
- DMP = Data Management Plan
- PMD = Primary Metadata Document
- SPO = Sponsored Programs Office
- PI = Principal Investigator
- ILS = Integrated Library Catalog (Online Catalog)