

ENOCH PRATT FREE LIBRARY
PROPOSAL TO THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES
LG-95-18-0174
ABSTRACT

The Enoch Pratt Free Library in partnership with Associated Black Charities (ABC), propose to develop and implement an evaluation tool that will measure library programming through an equity lens.

In 2015, ABC launched “Ten Essential Questions for Policy Development, Review and Evaluation” that provides a racial equity lens to policy and organizational decision making. Using this as a model, the partnership will develop a tool, use it to evaluate current Pratt programs, make adjustments to these programs, and share nationally with other library systems across the country. In ABC’s own words, their “goal is to dismantle the institutional barriers and biases that prevent people from realizing their full potential by addressing broken systems, not broken people. Informed by data and leading through innovative and research-based approaches, we will ensure that economic opportunities are extended to, and see to advance, ALL people. We are committed to transformative change. We are educating policymakers, civic leaders, corporate/business leaders, community activists and advocates about the root causes of the detrimental economic and workforce outcomes that disproportionately exist for African Americans. We are sharing research and other tools to help address and resolve the issues birthed from many years of intentional (as well as unintentional) institutional and structural racism.”

This project will be developed through the following process:

Phase 1: Assessment – Including asset mapping, developing needs surveys and identifying expanded partnerships

Phase 2: Development – From the data collected in phase one a best practices and evaluation tool will be developed

Phase 3: Experimentation – Tool will be used to evaluate Pratt programs

Phase 4: Peer Review – Findings will be shared locally in Maryland and nationally by convening library professionals to provide feedback

Phase 5: Publication and Distribution

Race has thus far maintained an intractable role in American society. Specifically addressing this issue – not from a personal or interpersonal perspective, but from the often invisible structural and institutional perspective – is essential.

Success will be measured by:

- Completion of asset mapping at all 22 locations
- The number of surveys completed by customers, partners and staff – 500+
- The development of the evaluation tool
- The results of the tool when used to evaluate programming
- Changes to programming made on recommendation of the evaluation
- Number of librarians locally and nationally trained in use and best practices – 100+
- Use of tool and list of best practices by other library systems

ENOCH PRATT FREE LIBRARY
PROPOSAL TO THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES
LG-95-18-0174
NARRATIVE

Project Title: Programming with an Equity Lens

Full Proposal Outline/Statement of National Need

Enoch Pratt Free Library respectfully requests a grant in the amount of \$255,000 with a cost share of \$255,000 to support a partnership with Associated Black Charities (ABC) to develop and implement an evaluation tool that will measure library programming through an equity lens. This tool will be published and shared nationally in order to ensure that libraries continue to be safe and productive spaces for all and that they are at the forefront of working toward social justice.

At a time when Baltimore City's homicide count reached 343 in 2017, the highest it has been since 1993, Mayor Catherine Pugh brought together all city agencies to create a new *Violence Reduction Initiative*. The Pratt, as a quasi-public institution, is a part of this initiative, which has given the Library the opportunity to seriously consider its role in the civic life of Baltimore. Violence is the inevitable outcome of a community that has suffered due to insufficient care, support and the impact of systemic biases. Since violence is predictable, it is also avoidable if networks of care, support, and accountability are built into our systems, structures, and organizations. It is for this reason that the Pratt's mission is "to provide equal access to information, services and opportunities that empower, enrich, and enhance the quality of life for all." The Pratt Library system exists to provide access to resources necessary to address the root and symptoms of violence and poverty.

This trend of violence is not unique to Baltimore City. In an F.B.I. report from September 2017, "Violent crimes increased nationally last year by 4.1 percent and homicides rose by 8.6 percent, one year after violence increased by 3.9 percent and homicides jumped by 10.8 percent."¹ Cities nationally are struggling to find solutions to the violence impacting their communities and citizens. Baltimore is a city where the grassroots community effort to quell the violence has been strong. The Pratt has partnered with Baltimore Ceasefire, an organization that hosts quarterly Ceasefires calling for all in the city to put their guns down. The two 2018 Ceasefires have been successful in this, during the February Ceasefire, no one was killed for eleven days, during the May Ceasefire, no one was killed for four days. The Pratt knows that programming like the partnership with Ceasefire is key to being a part of solving the challenge of violence in the communities we serve. No two cities are exactly alike, but the historical narratives of how cities came to be divided by class, race, and other social factors mirror each other across the country. Finding a way to capture best practices and the process of building and developing programming that gets to the root of unrest in cities like Baltimore will need a tool for evaluating effectiveness.

Successfully administering our mission has meant different things at different times. In FY19, the Pratt will be focusing on the library's systemic impact on communities and how better to serve our customers in increasingly complicated and challenging environments. Due to the underlying complexity of the issues facing our customers, the Pratt is dedicated to becoming a holistic resource to address issues related to both the causes and symptoms of violence and poverty. The Pratt understands that these issues are deeply rooted in history and systemic racism and in a city like Baltimore, the first city to introduce redlining and other discriminatory practices, the addressing of poverty means facing that history.

The Pratt serves a diverse multiracial and multiethnic constituency that represents varying socio-economic levels. U.S. Census Bureau projections for 2016 show the Baltimore City population at 620,691 (63 percent African-American, 31 percent White, and 8 percent Hispanic and Asian). 23 percent of the

population lives below the poverty level, and 35 percent of households earn less than \$25,700 per year (well below the median household income of \$42,241). Nearly 22 percent of the Baltimore City population is under 18 years of age, and 85 percent of Baltimore City public school students qualify for free or reduced price meals, a measure of poverty. Pratt's 22 Library locations predominantly serve a low or moderate income population, as measured by their proximity to title one public schools where the majority of students qualify free or reduced price meals. This places the Pratt in an ideal position to provide services to the most vulnerable members of Baltimore society.

In 2015 ABC launched "Ten Essential Questions for Policy Development, Review and Evaluation" that provides a racial equity lens to policy and organizational decision making. Using this as a model, the partnership will develop a tool, use it to evaluate current Pratt programs, make adjustments to these programs, and share nationally with other library systems across the country. In ABC's own words, their "goal is to dismantle the institutional barriers and biases that prevent people from realizing their full potential by addressing broken systems, not broken people. Informed by data and leading through innovative and research-based approaches, we will ensure that economic opportunities are extended to, and seek to advance, ALL people. We are committed to transformative change. We are educating policymakers, civic leaders, corporate/business leaders, community activists and advocates about the root causes of the detrimental economic and workforce outcomes that disproportionately exist for African Americans. We are sharing research and other tools to help address and resolve the issues birthed from many years of intentional (as well as unintentional) institutional and structural racism."

Project Design

Through partnership with Associated Black Charities, who has already developed a tool for assessing policy and workforce development through a racial equity lens, the Pratt will measure the effectiveness of programming in the following areas: Literacy, STEM, Arts & Culture, Health & Wellness, Peace & Community Building, and Workforce Development. The risk of deeply examining the racial equity of Pratt programming is that we may end up with feedback that our intention of being an equitable place that practices equitable programming is not living up in our practiced impact. In writing this grant, we have included program support that will enable us to be nimble in our ability to add/change programming, bring in additional partners and provide training for staff where necessary.

The Pratt utilizes an innovative model of compassionate service in the creation of programming for the community. Local branch managers develop unique partnerships with organizations and individuals in response to direct feedback from customers. Administrative staff in the Central branch diligently collect information on state and national trends in the delivery of service and design programs to be implemented system-wide. The internal collaboration between these two groups means that the residents of Baltimore receive the absolute best service possible while maintaining agency in their own lives. An evaluation tool that is designed to determine the effectiveness of our programs in providing care, challenging the status quo and furthering Baltimore's drive toward violence reduction will allow the library to make any necessary adjustments in the programs it provides.

In developing the Racial Equity Lens Program Assessment Tool, ABC will concentrate on seven areas for evaluation: Outreach, Partnerships, Success Measures, Community Responsive Programming, Culturally Responsive Programming, Culturally Welcoming Environment, and Evaluations. These seven areas will inform our Best Practices.

- **Outreach.** Each Enoch Pratt branch operates in communities with differing demographics and programmatic needs. Programs are evaluated by staff (although community outreach is encouraged and solicited through surveys, direct customer feedback, and other means). The assessment tool will explore additional ways of engaging with community more effectively with programming that meets their needs.

- **Partnerships.** Each Enoch Pratt branch has its own – as well as shared – partnerships within and outside of their respective communities. This assessment tool will help them in evaluating the reciprocal depth, benefits, and satisfaction of those partnerships.
- **Success Measures.** We will explore the potential for success measures that go beyond the quantitative to the qualitative experience of programs.
- **Community Responsive Programming.** The Racial Equity Lens Program Assessment Tool will assess the effectiveness of how program offerings are decided; the audiences invested in them; and their match with community needs.
- **Culturally Responsive Programming.** Our approach will encompass an intersectional racial equity analysis, understanding that there are groups within racial demographics who are historically and consistently marginalized because of other historical oppression identifiers.
- **Culturally Welcoming Environment.** In public spaces, nonverbal communication expresses to whom the space belongs; it communicates identity and norms. Nonverbal indicators can be in conflict with stated values (for instance, a value of “diversity and inclusiveness” can be stated and prioritized by any institution, while its nonverbal communication – such as background music played, books highlighted on displays, “public face” staff, tone and attitudes of customer service staff, etc. – can communicate the opposite). Because the ways in which nonverbal communication in public spaces is often felt as cognitive dissonance with stated values, the sense of “welcome” is absent – and leaves institutions wondering why their offerings do not attract more diverse audiences. The customized tool will give attention to this point, and the impact it makes in reception of programs and comfort in the space.
- **Evaluations.** The tool will offer support for program evaluations from a racial equity lens, with a focus on aligning evaluation values of the institution with that which is important to the communities in which that institution operates.

Phase 1: Assessment

August 2018 – January 2019

The Assessment phase will include the following components:

Asset Mapping – The Pratt will be asset mapping all branches during late summer/early fall of 2018 that will identify partners, programs and services in each branch neighborhood. This summer as part of the *Social Worker in the Library* program, the Pratt will be bringing on a full time social worker. Plans are in place for this person to begin by asset mapping, which will also be utilized in this project to give ABC a view of the landscape across the system. *Social Worker in the Library* is a project funded through the IMLS Community Catalyst grant so you will not see this expense reflected in this application budget.

Developing Needs Surveys – Following asset mapping the Pratt and ABC will develop a needs survey to distribute to branches, partners, and customers to identify staff needs, see the perception of partners, and hear directly from library users. Surveys will be collected September – November 2018. Each branch will ask at least 2 staff to complete a survey (with full staff welcome to participate). Staff will distribute to regular library users (5-10/branch) as well as identify 2-3 programs that occur at the branch to distribute surveys to. Partner organizations that run programs at each branch will be asked to complete a survey as a whole.

Identifying Expanded Partnerships – As surveys are reviewed, the Pratt will identify potential partners to deepen inclusion/equity work. Meetings will be held with these partners from January – March, 2019 to discuss future programming and inform best practices. This provides the opportunity to strengthen and elevate partners we have and pull in community members.

Phase 2: Development

January 2019 – March 2019

Developing Evaluation Tool and Best Practices – With information from the assessment phases the Pratt and ABC will work to develop a series of best practices in library programming that address the issue of inclusion and equity in programming planning, implementation and impact. From this list of best practices an evaluation tool will be created that will then be used to measure the impact of Pratt programs.

The Pratt knew that it needed a strong partner to evaluate current program offerings. Associated Black Charities (ABC) is a public foundation that works across Maryland as educator, advocate and supporter to eliminate race-based structural barriers and advance long-term solutions that create new opportunities for African Americans to thrive financially and build a stronger economy for all. ABC is a leading force in the region for racial equity and inclusion, highlighting long-standing structural issues that impede people of color and engaging employers, elected officials and the public in implementing lasting solutions to address them. ABC focuses on creating an equitable workforce system removing and assisting people of color in better negotiating race-based structural and institutional barriers, increasing opportunity to find jobs, advance in careers and in life, and build wealth. Our work is accomplished through educating workers, employers and civic leaders about the impact of race-based barriers in the workplace and how they can create policies that are more equitable; working with employers, workforce development organizations and community-based groups to advocate for stronger hiring and advancement practices so people of color have equitable opportunities to succeed; and providing workers, employers and equity-focused organizations with tools, services and support to more successfully negotiate and overcome race-based barriers and foster economic opportunity for all.

Phase 3: Experimentation

March 2019 – March 2020

With a draft tool and list of best practices, the Pratt will turn a mirror on its own programming and measure equitable impact of these programs and their impact on Baltimore. The Pratt will also look at ways to deepen and strengthen programs that are found to be having a positive impact on equity, expanding partnerships and bringing in new programs as needed.

“Equitable outcomes involve not only the absence of disparities, but also the presence of systems to sustain equity. By using a racial equity framework, decision-makers signal that they recognize that challenges faced by some groups adversely affect everyone.”¹

Phase 4: Peer Review

April 2020 – March 2021

Convening Locally – As the State Library Resource Center, the Pratt’s Central branch not only provides services at its location at 400 Cathedral Street, but also across the state of Maryland, thus positioning it perfectly to present and hear feedback on the equity work completed. The Pratt offers workshops across the state and the best practices and Equity Tool created will be added to the workshops offered to other library systems. These workshops will also provide an opportunity to survey participants and hear feedback about how they think the tool and evaluation method would work in their systems and communities.

¹ *Ten Essential Questions for Workforce Development*. Associated Black Charities, 2015.

Convening Nationally – In addition to locally sharing findings the Pratt will convene a group of national library leaders to review and provide feedback on Pratt findings, tool, and best practices. CEO, Heidi Daniel, has begun a list of invitees on the panel and if this project is grant funded will begin reaching out during Phase 1 to invite people to panel during Phase 4. This panel will include library leaders and staff across the country as well as experts in the field of equity recommended by ABC.

Phase 5: Publishing Toolkit and Offering Equity Training April 2021 – September 2021

During the summer of 2021, the Pratt will engage a graphic designer to lay out the best practices and evaluation tool in a publication format for distribution. The Pratt will have a launch of this publication at a national conference (TBD) to present findings to a larger audience and distribute copies to libraries in the State of Maryland and nationally who participated in the peer review. The Pratt and ABC will also make themselves available to run trainings if other library systems want to engage them in training staff on how to use the model.

The Pratt Project Director in partnership with program staff and branch staff will work with A. Adar Ayira from Associated Black Charities to plan, implement and manage the project. The initial planning committee includes:

- A. Adar Ayira – Senior Director Racial Equity and Strategy, Associated Black Charities
- Sine Hwang Jensen – Researcher, Associated Black Charities
- Heidi Daniel – President and CEO of Enoch Pratt Free Library
- Sarah McCann – Grants and Project Manager of Enoch Pratt Free Library
- Herb Malveaux – Deputy Director of Neighborhood Library Services, Enoch Pratt Free Library
- Rachel Frisch – Children’s Program Coordinator, Enoch Pratt Free Library
- The Pratt is currently in a search for a new Director of Programs and Outreach who will be involved with this project once they are on board.
- The Pratt will also be adding an Adult Program Coordinator in FY19.

The Pratt requested a grant of \$255,000 with a cost share of \$255,000 to support this project. Of this, \$100,000 will support staff salary and fringe benefits; \$75,000 will support a contract with ABC; \$25,000 will cover publication; \$250,000 will support program costs; \$25,000 will support staff training; \$25,000 will support marketing; and \$10,000 will support presentation of findings.

The Pratt will track progress through:

- Completion of asset mapping at all 22 locations
- The number of surveys completed by customers, partners and staff – 500+
- The development of the evaluation tool
- The results of the tool when used to evaluate programming
- Changes to programming made on recommendation of the evaluation
- Number of librarians locally and nationally trained in use and best practices – 100+
- Use of tool and list of best practices by other library systems

Once the tool is created, the Pratt will be able to use it beyond the grant period as well as share it with other library systems who will be able to implement it as well.

Diversity and Inclusion Plan

The Pratt already serves the most economically vulnerable and low-resourced residents of Baltimore. The 22 library branches are spaces that are open to all and are often places where homeless, those looking for employment, families, young people and others spend their days. Whether coming in because it is a place where there is heat and air conditioning, to look for a job, or check out a book, the Pratt librarians welcome and support each and every customer that walks through the door. Programs are often created to support people in need, workforce development, computer literacy, STEM, social work, are just a few of the many offerings that look to support those in our communities. When considering what our most vulnerable families in Baltimore need, we here at Enoch Pratt know that it is something no one organization can do, but that a network of support is necessary. Our programs are filling a much needed role of supporting families across Baltimore City in early childhood literacy, job applications, after school programs and more. Through this project, we will be able to measure the effectiveness of the programs in transformative change in people's individual lives and in our communities.

The Pratt has found that in addition to more traditional library services patrons are also visiting the library for the following:

- Inadequate housing/homelessness
- Assistance with benefits applications
- Unemployment
- Eviction prevention
- Application assistance
- Immigration Assistance
- Food Insecurity

In a city that is over 60% Black, with a deep history of segregation, prejudice and race based inequity, developing a lens to measure inclusion in programs and services is not only needed, but required to ensure that one is doing the work to mitigate historical inequity. The community will be involved at all levels of this project through surveys, participation in programming and as an important voice highlighted in the evaluation tool. This feedback will be valuable for all future programming.

National Impact

Race has thus far maintained an intractable role in American society. Specifically addressing this issue – not from a personal or interpersonal perspective, but from the often invisible structural and institutional perspective – is essential. We cannot achieve transformation or start systemic change without evaluating where our intention may not be aligning with impact. Research has shown that inequity is damaging to the economic well-being of communities, regions, and nations alike. Using a framework that carefully acknowledges the detrimental economic and social impact of racism from a structural and institutional frame benefits all in the system, thus starting to change the system.

With support from the IMLS the Pratt will be able to ensure it is having the impact desired in the work toward social justice on a local and a national level. The tool and list of best practices will be available to other library systems who will be able to use to evaluate their unique programs, institutions and communities.

ⁱ <https://www.nytimes.com/2017/09/25/us/violent-crime-murder-chicago-increase-.html>

ENOCH PRATT FREE LIBRARY
PROPOSAL TO THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES
LG-95-18-0174
NARRATIVE

2018

2019

2020

2021

PHASE 1

August 2018 – January 2019
Assessment

PHASE 2

January 2019 -
March 2019
Development

PHASE 3

March 2019 – March 2020
Experimentation and Evaluation

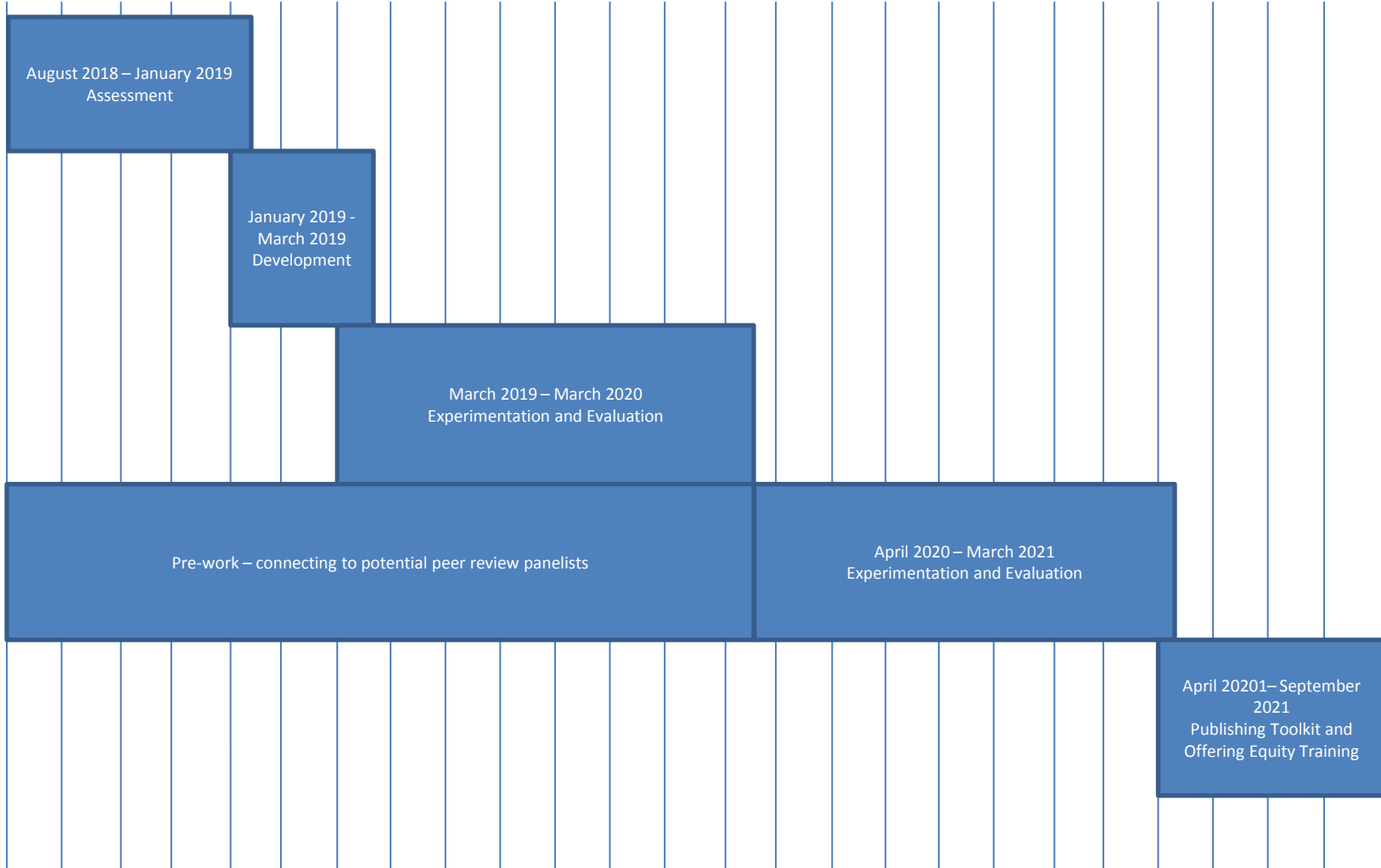
PHASE 4

Pre-work – connecting to potential peer review panelists

April 2020 – March 2021
Experimentation and Evaluation

PHASE 5

April 2020 – September
2021
Publishing Toolkit and
Offering Equity Training



ENOCH PRATT FREE LIBRARY
PROPOSAL TO THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES
LG-95-18-0174
DIGITAL PRODUCT FORM

DIGITAL PRODUCT FORM

Introduction

The Institute of Museum and Library Services (IMLS) is committed to expanding public access to federally funded digital products (i.e., digital content, resources, assets, software, and datasets). The products you create with IMLS funding require careful stewardship to protect and enhance their value, and they should be freely and readily available for use and re-use by libraries, archives, museums, and the public. However, applying these principles to the development and management of digital products can be challenging. Because technology is dynamic and because we do not want to inhibit innovation, we do not want to prescribe set standards and practices that could become quickly outdated. Instead, we ask that you answer questions that address specific aspects of creating and managing digital products. Like all components of your IMLS application, your answers will be used by IMLS staff and by expert peer reviewers to evaluate your application, and they will be important in determining whether your project will be funded.

Instructions

Please check here if you have reviewed Parts I, II, III, and IV below and you have determined that your proposal does NOT involve the creation of digital products (i.e., digital content, resources, assets, software, or datasets). You must still submit this Digital Product Form with your proposal even if you check this box, because this Digital Product Form is a Required Document.

If you ARE creating digital products, you must provide answers to the questions in Part I. In addition, you must also complete at least one of the subsequent sections. If you intend to create or collect digital content, resources, or assets, complete Part II. If you intend to develop software, complete Part III. If you intend to create a dataset, complete Part IV.

Part I: Intellectual Property Rights and Permissions

A.1 What will be the intellectual property status of the digital products (content, resources, assets, software, or datasets) you intend to create? Who will hold the copyright(s)? How will you explain property rights and permissions to potential users (for example, by assigning a non-restrictive license such as BSD, GNU, MIT, or Creative Commons to the product)? Explain and justify your licensing selections.

Evaluation tool will be available through the Creative Commons. The Pratt and ABC are committed to equity beyond our organizations and want this to be available to all working in the field.

A.2 What ownership rights will your organization assert over the new digital products and what conditions will you impose on access and use? Explain and justify any terms of access and conditions of use and detail how you will notify potential users about relevant terms or conditions.

Pratt and ABC will lead trainings with tool and also have tool available for other organizations to use on their own.

A.3 If you will create any products that may involve privacy concerns, require obtaining permissions or rights, or raise any cultural sensitivities, describe the issues and how you plan to address them.

n/a

Part II: Projects Creating or Collecting Digital Content, Resources, or Assets

A. Creating or Collecting New Digital Content, Resources, or Assets

A.1 Describe the digital content, resources, or assets you will create or collect, the quantities of each type, and format you will use.

n/a

A.2 List the equipment, software, and supplies that you will use to create the content, resources, or assets, or the name of the service provider that will perform the work.

n/a

A.3 List all the digital file formats (e.g., XML, TIFF, MPEG) you plan to use, along with the relevant information about the appropriate quality standards (e.g., resolution, sampling rate, or pixel dimensions).

n/a

B. Workflow and Asset Maintenance/Preservation

B.1 Describe your quality control plan (i.e., how you will monitor and evaluate your workflow and products).

?

B.2 Describe your plan for preserving and maintaining digital assets during and after the award period of performance. Your plan may address storage systems, shared repositories, technical documentation, migration planning, and commitment of organizational funding for these purposes. Please note: You may charge the federal award before closeout for the costs of publication or sharing of research results if the costs are not incurred during the period of performance of the federal award (see 2 C.F.R. § 200.461).

Evaluation tool and process will be available on the Pratt and ABC websites.

C. Metadata

C.1 Describe how you will produce any and all technical, descriptive, administrative, or preservation metadata. Specify which standards you will use for the metadata structure (e.g., MARC, Dublin Core, Encoded Archival Description, PBCore, PREMIS) and metadata content (e.g., thesauri).

n/a

C.2 Explain your strategy for preserving and maintaining metadata created or collected during and after the award period of performance.

n/a

C.3 Explain what metadata sharing and/or other strategies you will use to facilitate widespread discovery and use of the digital content, resources, or assets created during your project (e.g., an API [Application Programming Interface], contributions to a digital platform, or other ways you might enable batch queries and retrieval of metadata).

n/a

D. Access and Use

D.1 Describe how you will make the digital content, resources, or assets available to the public. Include details such as the delivery strategy (e.g., openly available online, available to specified audiences) and underlying hardware/software platforms and infrastructure (e.g., specific digital repository software or leased services, accessibility via standard web browsers, requirements for special software tools in order to use the content).

Will be available on Pratt and ABC websites.

D.2 Provide the name(s) and URL(s) (Uniform Resource Locator) for any examples of previous digital content, resources, or assets your organization has created.

<http://www.prattlibrary.org/research/>
<http://www.abc-md.org/resources-1/>

Part III. Projects Developing Software – n/a

A. General Information

A.1 Describe the software you intend to create, including a summary of the major functions it will perform and the intended primary audience(s) it will serve.

A.2 List other existing software that wholly or partially performs the same functions, and explain how the software you intend to create is different, and justify why those differences are significant and necessary.

B. Technical Information

B.1 List the programming languages, platforms, software, or other applications you will use to create your software and explain why you chose them.

B.2 Describe how the software you intend to create will extend or interoperate with relevant existing software.

B.3 Describe any underlying additional software or system dependencies necessary to run the software you intend to create.

B.4 Describe the processes you will use for development, documentation, and for maintaining and updating documentation for users of the software.

B.5 Provide the name(s) and URL(s) for examples of any previous software your organization has created.

C. Access and Use

C.1 We expect applicants seeking federal funds for software to develop and release these products under open-source licenses to maximize access and promote reuse. What ownership rights will your organization assert over the software you intend to create, and what conditions will you impose on its access and use? Identify and explain the license under which you will release source code for the software you develop (e.g., BSD, GNU, or MIT software licenses). Explain and justify any prohibitive terms or conditions of use or access and detail how you will notify potential users about relevant terms and conditions.

C.2 Describe how you will make the software and source code available to the public and/or its intended users.

C.3 Identify where you will deposit the source code for the software you intend to develop:

Name of publicly accessible source code repository:

URL:

Part IV: Projects Creating Datasets

A.1 Identify the type of data you plan to collect or generate, and the purpose or intended use to which you expect it to be put. Describe the method(s) you will use and the approximate dates or intervals at which you will collect or generate it.

Survey responses during phase 1

A.2 Does the proposed data collection or research activity require approval by any internal review panel or institutional review board (IRB)? If so, has the proposed research activity been approved? If not, what is your plan for securing approval?

No

A.3 Will you collect any personally identifiable information (PII), confidential information (e.g., trade secrets), or proprietary information? If so, detail the specific steps you will take to protect such information while you prepare the data files for public release (e.g., data anonymization, data suppression PII, or synthetic data).

No.

A.4 If you will collect additional documentation, such as consent agreements, along with the data, describe plans for preserving the documentation and ensuring that its relationship to the collected data is maintained.

n/a

A.5 What methods will you use to collect or generate the data? Provide details about any technical requirements or dependencies that would be necessary for understanding, retrieving, displaying, or processing the dataset(s).

n/a

A.6 What documentation (e.g., data documentation, codebooks) will you capture or create along with the dataset(s)? Where will the documentation be stored and in what format(s)? How will you permanently associate and manage the documentation with the dataset(s) it describes?

n/a

A.7 What is your plan for archiving, managing, and disseminating data after the completion of the award-funded project?

Project will be archived on the Pratt and ABC websites.

A.8 Identify where you will deposit the dataset(s):

Name of repository:

URL:

n/a

A.9 When and how frequently will you review this data management plan? How will the implementation be monitored?

n/a