

**Example rubric from the DART Project** (<https://osf.io/6zudn/>). These performance criteria were developed to follow the US National Science Foundation DMP guidelines for data and metadata formats. The first two criteria are for all of NSF, while the bottom two criteria are from divisions within the NSF.

The exact guidance text from the NSF used to develop the first two criteria in this example is, “*The standards to be used for data and metadata format and content (where existing standards are absent or deemed inadequate, this should be documented along with any proposed solutions or remedies).*”

		Performance Levels		
Performance Criteria		Complete/detailed	Addressed but incomplete	Did not address
Performance Criteria	<i>Identifies metadata standards or formats that will be used for the proposed project</i>	The metadata standard that will be followed is clearly stated and described. If no disciplinary standard exists, a project-specific approach is clearly described. <i>Ex.: Data will be described using Darwin Core Archive metadata, and accompanied by readme.txt files providing information on field methods and procedures.</i>	The metadata standard that will be followed is vaguely stated. If no disciplinary standard exists, a project-specific approach is vaguely described.	The metadata standard that will be followed is not stated and no project-specific approach is described.
	<i>Describes data formats created or used during project</i>	Clearly describes file format standard(s) for the data. <i>Ex.: Soil temperature data will be collected via datalogger and are exported from the logger in tab-delimited text files</i>	Describes some but not all file formats, or file format standards for the data. Where standards do not exist, does not propose how this will be addressed.	Does not include any information about data format standards.
	<i>Identifies data formats that will be used for storing data</i>	Clearly describes data formats that will be used for storing data and explains rationale or complicating factors <i>Ex.: NMR data will be saved in proprietary format to preserve embedded information, and converted to JCAMP files for ease of access and in case the proprietary systems fail or become unavailable.</i>	Only partially describes data formats that will be used for storing data and/or the rationale or complicating factors.	Does not describe data formats that will be used for storing data and does not provide a rationale or discuss complicating factors.
	<i>If the proposed project includes the use of unusual data formats, the plan discusses the proposed solution for converting data into more accessible formats</i>	Explains how the data will be converted to a more accessible format or otherwise made available to interested parties. In general, solutions and remedies should be provided. <i>Ex.: Still Images from microscopes will be converted from proprietary formats to Open Microscopy Exchange format (OME-Tiff) for preservation and sharing</i>	Vaguely explains how the data may be converted to a more accessible format or otherwise made available to interested parties.	Does not explain how the data will be converted to a more accessible format or otherwise made available to interested parties.