

---

## Plan Overview

*A Data Management Plan created using DMPTool*

**Title:** Talent Search

**Creator:** Beverly Maloney

**DMP ID:** <https://doi.org/10.48321/D1D88G>

**Affiliation:** University of North Texas (UNT)

**Funder:** U.S. Department of Education

**Template:** Digital Curation Centre

### Project abstract:

The University of North Texas, located in Denton, Texas, proposes a cooperative partnership with two school districts to sponsor a five-year Talent Search Program for eligible students in two (2) middle schools and three (3) high schools in North Texas. The target area is made up of two high poverty rural areas: (1) parts of the city of Denton, a mid-sized town located just north of the Dallas-Fort Worth area; and (2) Gainesville, a small, rural, isolated town just north of Denton. These low achieving schools are not being served by another Talent Search Program.

The need for a Talent Search Project in the proposed target area is well-documented.

15,246 families are living below 150% of the poverty level with children who would be eligible for the Talent Search program, and 64% of the target school students qualify for the free and reduced lunch program. 73% of adults living in the target area do not have a college degree. The target school dropout rate (19%) is 8% more than the “flagship” school in the area. 26% of target school students fail to persist, the graduation rate is 76% and only 43% of graduates enroll in college.

The proposed project will provide eligible participants with specific mandated services such as tutoring, academic skill workshops, individualized mentoring and coaching, college tours and assistance with FAFSA to support them in attaining their educational goals.

The project will also address Talent Search Competitive Preference Priorities (CPP) 1, 2 and 3 as follows: 1) CPP1 - Job Shadow Career Day(s) will be held to

instruct students in time management, job seeking, and interpersonal skills, 2) CPP2 – a STEM camp will be offered to increase access to coursework in Computer Science, and 3) CPP3 – “Summer Melt” will be addressed by having college students mentor UNT TS seniors the summer after high school graduation to assist them to follow through with postsecondary enrollment in the fall

**ID:** 68380

**Start date:** 09-01-2021

**End date:** 08-31-2026

**Last modified:** 08-11-2021

**Grant number / URL:** DUNS: 614168995

**Copyright information:**

The above plan creator(s) have agreed that others may use as much of the text of this plan as they would like in their own plans, and customize it as necessary. You do not need to credit the creator(s) as the source of the language used, but using any of the plan's text does not imply that the creator(s) endorse, or have any relationship to, your project or proposal

# Talent Search

---

## Data Collection

### What data will you collect or create?

#### Student Records Management and Security

In accordance with the requirements specified in the Education Department General Administrative Regulations (EDGAR) and Talent Search Program guidelines, the Project Director will maintain and secure accurate records relating to program requirements and performance for a period of three years from the date of submission of the final expenditure report. Participant records will be maintained in paper files and secure electronic database files in the Talent Search Administrative Office.

Physical (paper) files will be considered confidential and maintained in secure and locked filing cabinets in the UNT Talent Search Administrative Office as per the guidelines of the Family Educational Rights and Privacy Act (FERPA). Individual participant files will contain the following information and any other data deemed pertinent by the Director:

1. UNT Talent Search Student Application and Needs Assessment
2. Student Eligibility and Income Verification documents  
University of North Texas (c) Plan of Operation  
UNT Talent Search Page 42
3. Verification of Eligibility and Selection Form – Rationale for Selection
4. GRADS Individual Education Plans
5. Report Cards/Transcripts and Diploma/Certificate Documents
6. College Acceptance/Verification of Enrollment

All participants' records detailing program services provided will be documented in the project database. The UNT TS Project plans to contract with Lacai Student Contact Management System designed specifically for TRIO programs. The contract will ensure cyber safety and technical support for student electronic files. Lacai uses industry standard 256-bit AES encryption (SSL) supported by all major web browsers to provide a secure connection between staff computers and the Lacai database system server. Student information is also encrypted on the server with 256-bit AES encryption as an extra layer of protection. Servers are behind a firewall and actively monitored for intrusions. From this system, the Project Director will generate rosters, student service reports, contact logs and other data relevant to the delivery of services. Quarterly internal audits will be conducted to ensure accurate delivery and documentation of project services and activities.

All UNT TS Staff will be trained on the guidelines stated in the Family Educational Rights and Privacy Act (FERPA) to protect the privacy of participants' educational records.

### How will the data be collected or created?

Question not answered.

## Documentation and Metadata

### What documentation and metadata will accompany the data?

#### Student Records Management and Security

In accordance with the requirements specified in the Education Department General Administrative Regulations (EDGAR) and Talent Search Program guidelines, the Project Director will maintain and secure accurate records relating to program requirements and performance for a period of three years from the date of submission of the final expenditure report. Participant records will be maintained in paper files and secure electronic database files in the Talent Search Administrative Office.

Physical (paper) files will be considered confidential and maintained in secure and locked filing cabinets in the UNT Talent Search Administrative Office as per the guidelines of the Family Educational Rights and Privacy Act (FERPA). Individual participant files will contain the following information and any other data deemed pertinent by the Director:

1. UNT Talent Search Student Application and Needs Assessment

2. Student Eligibility and Income Verification documents  
University of North Texas (c) Plan of Operation  
UNT Talent Search Page 42
3. Verification of Eligibility and Selection Form – Rationale for Selection
4. GRADS Individual Education Plans
5. Report Cards/Transcripts and Diploma/Certificate Documents
6. College Acceptance/Verification of Enrollment

All participants' records detailing program services provided will be documented in the project database. The UNT TS Project plans to contract with Lacai Student Contact Management System designed specifically for TRIO programs. The contract will ensure cyber safety and technical support for student electronic files. Lacai uses industry standard 256-bit AES encryption (SSL) supported by all major web browsers to provide a secure connection between staff computers and the Lacai database system server. Student information is also encrypted on the server with 256-bit AES encryption as an extra layer of protection. Servers are behind a firewall and actively monitored for intrusions. From this system, the Project Director will generate rosters, student service reports, contact logs and other data relevant to the delivery of services. Quarterly internal audits will be conducted to ensure accurate delivery and documentation of project services and activities.

All UNT TS Staff will be trained on the guidelines stated in the Family Educational Rights and Privacy Act (FERPA) to protect the privacy of participants' educational records.

## **Ethics and Legal Compliance**

### **How will you manage any ethical issues?**

All matters pertaining to Talent Search student data will be managed by all staff members complying with UNT Code of Ethics as well as all ED regulations and legislature pertaining to this topic.

### **How will you manage copyright and Intellectual Property Rights (IP/IPR) issues?**

Question not answered.

## **Storage and Backup**

### **How will the data be stored and backed up during the research?**

All participants' records detailing program services provided will be documented in the project database. The UNT TS Project plans to contract with Lacai Student Contact Management System designed specifically for TRIO programs. The contract will ensure cyber safety and technical support for student electronic files. Lacai uses industry standard 256-bit AES encryption (SSL) supported by all major web browsers to provide a secure connection between staff computers and the Lacai database system server. Student information is also encrypted on the server with 256-bit AES encryption as an extra layer of protection. Servers are behind a firewall and actively monitored for intrusions. From this system, the Project Director will generate rosters, student service reports, contact logs and other data relevant to the delivery of services. Quarterly internal audits will be conducted to ensure accurate delivery and documentation of project services and activities.

All UNT TS Staff will be trained on the guidelines stated in the Family Educational Rights and Privacy Act (FERPA) to protect the privacy of participants' educational records.

### **How will you manage access and security?**

Question not answered.

## **Selection and Preservation**

**Which data are of long-term value and should be retained, shared, and/or preserved?**

None.

**What is the long-term preservation plan for the dataset?**

Question not answered.

## **Data Sharing**

**How will you share the data?**

Data will not be shared with any entity who does not have an educational purpose for the information. Data will be shared, only if needed, with the Denton ISD and the Gainesville ISD school district administrators. Data will be shared in a FERPA approved manner.

**Are any restrictions on data sharing required?**

Question not answered.

## **Responsibilities and Resources**

**Who will be responsible for data management?**

Talent Search staff and Talent Search Director

**What resources will you require to deliver your plan?**

Question not answered.

## Planned Research Outputs

### Dataset - "Department Of Education Annual Performance Report"

All data entered into the Talent Search Lacai Database Management System will result in an annual report detailing total numbers of certain categories such as ethnicity groups or the number of participants who submitted a FAFSA. The data output will not be assigned to a name or ID number.

---

#### Planned research output details

Title	Type	Anticipated release date	Initial access level	Intended repository(ies)	Anticipated file size	License	Metadata standard(s)	May contain sensitive data?	May contain PII?
Department Of Education Annual Performance Report	Dataset	2021-11-09	Open	None specified		None specified	None specified	No	No