

PDS Policy on Requesting Letters of Support for Archiving Data through R&A Programs

[Approved by the PDS Management Council 9-0-0 (1 absent) on 10-08-2019]

NASA ROSES programs typically require (or highly encourage) proposers to provide a letter of support from the Planetary Data System (PDS) if archiving in the PDS is part of a proposer's Data Management Plan. Support letters provide documentation that demonstrate that a proposer has discussed the type of archive and what is involved in archiving data with the PDS. The following policy has been adopted by the PDS for proposers requesting such letters of support. **The PDS is under no obligation to provide a letter of support if a proposer does not adhere to this policy.**

1. Proposers should initiate a request for a support letter via email to the appropriate PDS Discipline Node (node) as early as possible but **no later than one week prior to the deadline of the proposal**. See <https://pds.nasa.gov/contact/contact.shtml> for PDS contact information, including preferred email addresses for each node. In general, proposers should contact the PDS node that archives the type of data intended to be archived. If a proposer needs help identifying a contact, any PDS node or the PDS Operator (pds_operator@jpl.nasa.gov) can help to appropriately route an inquiry.

2. When asking for a letter of support, proposers should provide the following minimum information in the request:

- Name, institution, postal address, email address, and phone number of the Principal Investigator (PI) of the proposal.

- Program Name (e.g., Mars Data Analysis Program).

- Proposal title.

- Start and end dates of proposed work, including expected dates of data delivery to the PDS.

- A brief description of the archiving plan and data to be archived, including the mission or instrument that made the observation, and the approximate total number, format(s), size and/or expected volume of the data products. In some cases, a Data Management Plan (DMP) may be required.

- Deadline by which the requested letter is needed.

3. Upon receiving the request, the PDS node will review the archiving plan for its suitability for archiving in the PDS and respond with any clarifying questions. Note that if a DMP is provided, the PDS will not assess the merit of the DMP but will only use it as reference in determining the suitability of archiving the proposed data set within the requested PDS node. If the PDS node believes that a different node would be better suited to receive the archive, it will bring that node into the conversation and make sure the proposer is given the appropriate guidance. If the PDS node determines that the archiving plan is suitable for the PDS, then a letter of support will be written and emailed to the PI for inclusion in the proposal.