

Instructions for using the AGS Data Management PDF Form

The PDF form that can be found at http://www.nsf.gov/geo/geo-data-policies/ags/ags_data_mgt_form.pdf is a form that has data rights enabled. What this means is that you can fill in the fields and then save the form complete with the filled in data fields.

However, there is a problem with FastLane and it cannot accept the PDF form that you save. So here is what you need to do in order to work with and use the Data Management Plan form. First off, please note that you must have the PDF Printer pseudo-device available. This will be in your list of printers provided you have installed Adobe Acrobat and not just the free Adobe Reader. If you do not have a PDF Printer you cannot use the form directly. You can, however, use it as a guide for the type of information AGS would like to see in a Data Management Plan. To use the form directly follow these steps:

1. Click on the link that brings up the form. For most users this will show the form within your browser. For some users this will start Adobe Reader as a separate task and open the form in Adobe Reader. Either way is OK.
2. Fill out the form. Do NOT attempt to enter more information into a field than the space allotted. It is possible for you to overflow a field, but when you finish up the processing of the file, the overflow will not be seen and the information will be lost. If you need to put in more information that is available in the field, do not use the form. You can use the form as a guide to what kind of information you should provide, but you should not use the form itself if the information you need provide doesn't fit in the space provided.
3. You must now Print the file to the PDF Printer device. This will save a new version of the file on your harddisk.
4. You can now upload the PDF file produced by the PDF Printer to FastLane as your Data Management Plan.