

NIH DATA MANAGEMENT & SHARING PLAN: TIPS & RESOURCES

Revised February 15, 2023

OVERVIEW

Effective January 25, 2023, investigators must [develop a Data Management & Sharing \(DMS\) Plan](#) for managing and sharing scientific data as part of a funding application or proposal, addressing the [6 recommended elements](#). See [NOT-OD-22-189](#) for implementation details for the NIH Policy for Data Management and Sharing (DMS Policy). List of all NIH activity codes that generally require applicants to submit a Data Management and Sharing Plan can be found [here](#). The DMS Policy does not apply to [research and other activities that do not generate scientific data](#), including Training (T) and Fellowships (F).

CREATING A DMS PLAN

Provide PI with [NIH's guidance](#) and [SF424 guidelines](#) on creating a DMS Plan that addresses the [6 elements](#) listed below. PI may use the [DMPTool](#) to generate a compliant DMS Plan and see sample DMPs. **Hypertext, hyperlinks, and URLs are not allowed in this attachment.**

1. Data Type
2. Related Tools, Software and/or Code
3. Standards
4. Data Preservation, Access, and Associated Timelines
5. Access, Distribution, or Reuse Considerations
6. Oversight of Data Management and Sharing

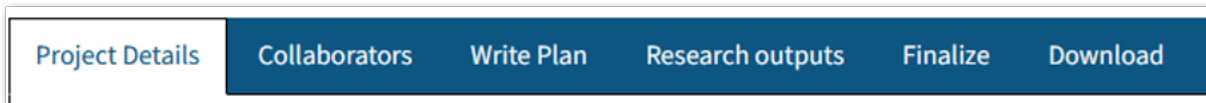
Data sharing plans and genomic data sharing plans will no longer be uploaded to the “Resource Sharing Plan(s)” field, and are instead to be uploaded to the “Other Plan(s)” field.

Other Research Plan Section		
5. Vertebrate Animals	<input type="text"/>	<input type="button" value="Add Attachment"/>
6. Select Agent Research	<input type="text"/>	<input type="button" value="Add Attachment"/>
7. Multiple PD/PI Leadership Plan	<input type="text"/>	<input type="button" value="Add Attachment"/>
8. Consortium/Contractual Arrangements	<input type="text"/>	<input type="button" value="Add Attachment"/>
9. Letters of Support	<input type="text"/>	<input type="button" value="Add Attachment"/>
10. Resource Sharing Plan(s)	<input type="text"/>	<input type="button" value="Add Attachment"/>
11. Other Plan(s)	<input type="text"/>	<input type="button" value="Add Attachment"/>
12. Authentication of Key Biological and/or Chemical Resources	<input type="text"/>	<input type="button" value="Add Attachment"/>

Note: During peer review, reviewers will not be asked to comment on the DMS Plan nor will they factor the DMS Plan into the Overall Impact score, unless sharing data is integral to the project design and specified in the Funding Opportunity Announcement (see [NOT-OD-22-189](#)).

DMPTOOL <https://dmptool.org/>

The DMPTool is an interactive, web-based tool that helps researchers write data management plans tailored to a variety of [funders' requirements](#), including the National Science Foundation (NSF), the National Institutes of Health (NIH) and the National Endowment for the Humanities (NEH).



1. In the "Project Details" tab, ensure you have selected guidance from University of California, Los Angeles and DMPTool.
2. The "Contributors" tab allows you to add the project's team members such as the Principal Investigator, Data Manager or Project Administrator. You can also add collaborators to invite specific people to read, edit, or administer the plan.
3. In the "Write Plan" tab, there are questions to help you write your plan for each DMP section. On the right side of the screen, under the "Guidance" tab, you'll see the option to select "NIH", "UCLA" and "DMPTool" tabs, each of which provides useful suggestions for filling out the different sections.
4. In the "Research Outputs" tab, you can list potential research outputs that the PI anticipates creating. For example, a dataset to be deposited in a repository, a paper, presentation or software.
5. When you are ready to download your plan from the "Download" tab, it is most useful to download your DMP as a docx or text file. You may need to do some additional formatting in order to guarantee your plan meets the page limit when submitted with your grant application.
6. Lastly, the "Finalize/Publish" tab allows you to set your plan visibility, and register your plan. Registering your DMP gives a unique identification number to your plan linking metadata for funders, institutions, and repositories, ultimately making your plan machine actionable.

Preferred Download settings:

Format

docx ▼

Download settings

Optional plan components

project details coversheet

section headings

question text (will only display your answers)

unanswered questions

[Download Plan](#)

BUDGETING FOR DMS

Refer to NIH's guidelines on [allowable and unallowable costs](#). Budget requests must NOT include:

- Infrastructure costs that are included in institutional overhead (for instance, NIH Grants Policy Statement Section [7.3 Facilities and Administrative costs](#))
- Costs associated with the routine conduct of research, including costs associated with collecting or gaining access to research data
- Costs that are double charged or inconsistently charged as both direct and indirect costs.

Request any direct costs to support the activities, including personnel costs (e.g., personnel who will be curating data for the project), proposed in the DMS Plan. These costs **must** be labeled as "Data Management and Sharing Costs" as follows:

- **R&R Detailed Budget Form:** Include the "Data Management and Sharing Costs" line item under [F. Other Direct Costs](#) "8-17 Other" on the R&R Budget Form.
- **PHS 398 Modular Budget Form:** Use the [Additional Narrative Justification](#) attachment of the PHS 398 Modular Budget Form

If no cost will be incurred, enter "0" in the "Funds Requested" column for that budget year.

**S2S Cayuse may give a system error for entering 0. If this is the case, enter \$1 and note in Budget Justification: "Data Management and Sharing Justification: Funds are not requested for Data Management and Sharing costs. Due to application system error, \$1 is added to each budget year as a workaround per guidance of eRA Service Desk."*

If Personnel Commits Effort to both Non-DMS and DMS-related activities

Personnel costs specific to DMS activities should not be included in the RR Budget A. Senior/Key Personnel or B. Other Personnel section, and instead be included in F. Other Direct Costs in a single line item labeled "Data Management and Sharing Costs".

Example: Joe Bruin (Project Scientist) commits 3.0 calendar months to non-DMS activities, and an additional 0.60 calendar months to DMS activities. RR Budget and Budget Justification should look as follows:

- **RR Budget – B. Other Personnel section** – list non-DMS related effort of 3.0 calendar months with its associated salary + benefits
- **RR Budget – F8. Data Management and Sharing Costs** – list DMS-related effort of additional 0.60 cal months with its associated salary, benefits, *and TIF*
- **F.9 Technology Infrastructure Rate (TIF)** – TIF calculation does not assess on DMS-related effort of 0.60 cal months to avoid double charging

Budget Justification

Provide a brief justification of the proposed activities that will incur DMS costs and clearly indicate personnel time effort (if any) committed for non-DMS and DMS-related activities. The Data Management and Sharing justification must be clearly labeled as "Data Management and Sharing Justification" in the within the budget justification attachment.

Joe Bruin, Ph.D., Project Scientist (3.0 calendar months)

[Provide personnel justification.] An additional 0.60 calendar months is committed to Data Management and Sharing activities.

Data Management and Sharing Justification

[Provide a brief summary of type and amount of scientific data to be preserved and shared and the name of the established repository(ies) where they will be preserved and shared. Indicate general cost categories such as curating data and developing supporting documentation, local data management activities, preserving and sharing data through established repositories, etc., including an amount for each category and a brief explanation. Specify in the justification if no costs will be incurred for Data Management and Sharing, if applicable. The recommended length of the justification should be no more than half a page.] Funds are requested for salary and benefits for Joe Bruin at **0.60 calendar months**. He will be responsible for *[provide brief summary of DMS-related activity]*. **He will commit a total of 3.60 calendar months on this proposal.**

Note: While peer reviewers will not see the DMS Plan attachment, they will see the proposed budget for data management and sharing and may provide comments on the reasonableness of the budget, but these comments will not impact the score. Peer reviewers will only use the information found in the budget justification to determine whether the requested Data Management and Sharing Costs are reasonable. (NOT-OD-22-189)

DMS Budgeting Questions For Your PI

- Is there a deposit fee for any repository they are planning to use? Do they allow pre-payment via single deposit fee or is there as annual recurring fee?
 - Note that all allowable costs submitted in budget requests must be **incurred during the performance period**, even for scientific data and metadata preserved and shared beyond the award period. For instance, if a DMS plan proposes preserving and sharing scientific data for 10

years in an established repository with a deposition fee, the cost for the entire 10-year period must be paid before the end of the period of performance.

- Is there a dedicated research personnel that will support data management and sharing activities to meet the repository requirements? Or will a third party be engaged to complete the curation, development of support documentation, formatting, preparing meta data and de-identifying data?
- Where are you planning to store the data while the project is active, and are there associated fees involved with it?
- Are there any fees for tools and software used to collect or analyze the data? Not to be mistaken for software and tools used for ordinary conduct of research. This should be budgeted appropriately within the regular budget category and not part of the DMSP.
- If Subrecipients are involved, will they be responsible and need to budget for DMSP activities? And vice versa.
- Will there be any expenses related to DMSP after the end of performance period? If so, how will they be covered, as they cannot be charged to the award once award has ended?

HELPFUL LINKS

- [Data Management & Sharing Policy Overview](#)
- [UCLA NIH DMS Policy and Resource Page](#)
- [DMPTool](#)
- [Research covered by NIH DMS Policy](#)
- [List NIH Activity Codes Covered by DMS Policy](#)
- [UCLA Library Data Science Center](#)
- [Budgeting for Data Management & Sharing](#)
- [Writing a Data Management & Sharing Plan](#)
- [The Who, What, Where and When of the NIH DMS Policy](#)
- [SF424 Guidelines - RR Budget](#)
- [NOT-OD-22-189: Implementation Details for the NIH Data Management and Sharing Policy](#)