

Data Management and Sharing Plan Checklist

This Data Management and Sharing (DMS) Plan Checklist addresses the [6 required elements](#), numbered 1-6 on this worksheet, in the [NIH DMS Policy](#), effective January 25, 2023 for all new grant proposals.

- Refer to the [NIH Guidance](#) and check for [other data policies](#) outlined by the ICO, specific Request for Applications or Funding Opportunity Announcement, or institutional policies.
- Keep track of plan elements that can be included in the grant budget.
- Refer to the [Extended Reference](#) for more detailed information and explanation of the below items.

1. Data Type

Summarize the [scientific data](#) necessary to validate your findings.

- List or create a table to describe the datasets that will be created or used as part of the study, including:
 - Data [type](#), format, size, and number of files (estimate quantities as necessary).
 - Which datasets will be shared.
 - The level of aggregation, de-identification, or processing/cleaning that will be done prior to sharing.
 - The source of any secondary data, previously collected data reused in this project.
- List the metadata and other documentation (e.g., a [README file](#)) that will be shared with your data to facilitate interpretation.

2. Related Tools, Software, and/or Code

Identify tools, software, and/or code necessary to access or manipulate the shared data.

- State whether or not specialized tools are needed.
- For each tool that is necessary, list:
 - Version number and operating system,
 - How they can be accessed (i.e., open source and freely available, generally available for a fee in the marketplace, or available only from the research team or some other source),
 - How long they will be available (if known).

3. Standards

List the standards that will be used for sharing the data and [metadata](#).

- State whether or not there are data standards for your field that are applicable to your project. Typical data standards include:
 - Metadata schemas
 - Standard Terminologies ([Controlled Vocabulary](#) and [Ontologies](#))
 - Content/ Encoding Standards
 - [Common Data Elements](#)
 - Identifiers ([PIDs](#))

4. Data Preservation, Access, and Associated Timelines

Provide details and timelines for sharing and preserving data for long term usability.

- Name the repository(ies) where data will be archived:
 - If a particular metadata standard is required, list in the standards section.
 - A [specific NIH repository](#) may be required in the funding opportunity announcement.
- Specify which type of unique identifier is used by the repository (DOI, handle, ID number, accession number) (Note- an identifier is not required at time of DMS plan submission).
- Revisit your data list from section 1 and state when the data will be made available (portions of the data may be released at different times). Timelines required by the policy are:
 - Data will be made available when the work is published or the award/support period ends (whichever comes first) OR
 - Data will be made available earlier.
- State the minimum number of years data will be available, based on repository policies.

5. Access, Distribution, or Reuse Considerations

Describe how sharing will be maximized while respecting restrictions.

- Describe any considerations that may affect the extent of data sharing:
 - Legal
 - Technical
 - Ethical
- Consider whether data can be shared with [access controls](#) or, if there are [intellectual property](#) concerns, an [embargo period](#), rather than refraining from sharing altogether
- If you have [human subjects data](#), describe how you will protect the privacy, rights, and confidentiality of study participants (de-identification, etc.).

6. Oversight of Data Management and Sharing

Identify who will be responsible for plan compliance and oversight.

- List names and titles/roles of everyone who will be responsible for monitoring compliance with the data management plan and updating it as needed.
- State how often compliance with the data management plan will be verified (e.g., every ___ months, on the first of each month, etc.).

