

What is considered “scientific data”?

Any data needed to validate and replicate research findings. For further information and to see what is NOT considered scientific data, check [here](#).

What goes into the Data Management and Sharing (DMS) Plan?

NIH defines a **Data Management and Sharing Plan** as a plan describing the data management, preservation, and sharing of scientific data and accompanying metadata.

Six elements are to be addressed as appropriate for your data:

- Data Type
 - Related Tools, Software and/or Code
 - Standards
 - Data Preservation, Access, and Associated Timelines
 - Access, Distribution, or Reuse Considerations
 - Oversight of Data Management and Sharing
-

Getting Started with the DMS Plan

Step 1: Identify Data to be Generated from Project

- What scientific data will be generated?
- How will it be managed?
- How will it be shared and preserved?

Step 2: Identify appropriate methods/approaches and repositories for managing and sharing scientific data

Step 3: Obtain estimates for data costs

Step 4: Use the information compiled to answer the questions and complete requirements of the DMS Plan.

Managing Data & Selecting a Repository

NIH strongly prefers scientific data to be shared and preserved through established repositories whenever possible instead of maintained by researcher or institution.

NIH Resources

- [Selecting a Data Repository](#)
- [Desirable Characteristics for Data Repository](#)
- [Methods for Sharing Scientific Data](#)

- [List of NIH-Affiliated Repositories](#)
- Check the Funding Opportunity Announcement (FOA)
- Discuss with the NIH Institute or Center (ICO) where you are submitting. They may have preferred repositories.

UM Resources

- [Data and Visualization Services](#) – UM Libraries
 - [Institute for Data Science and Computing \(IDSC\)](#)
 - [Data Science and Research Informatics Services](#) and [Informatics Tools](#) – CTSI
 - [IT Research Resources](#) – resources for all UM Locations
 - [Department of Data Science and Research Informatics](#) – UHealth IT
-

Considerations for Data from Human Participants

- Review: [Protect Participant Privacy When Sharing Data](#)
 - Plan for how data management and sharing will be addressed in the Informed Consent process
 - Plan for potential limitations on subsequent data use
-

Writing the DMS Plan

- Follow NIH's [step-by-step guidance](#).
 - Use the NIH [template](#) that includes all required elements. (optional)
 - NIH recommends no more than two pages and requires adherence to NIH [formatting requirements](#).
-

Budgeting Data Costs – Modular & Detailed Budgets

- *Policy:* Review NIH's [guidelines on budgeting data costs](#). Confirm your proposed costs are allowable costs on an NIH project.
- *Detailed SF424 Budgets:* On the Budget Form add Data Costs as a separate line item under "Other Costs". Enter "Data Management and Sharing Costs" – in this format (omit quotations) in the description box.
- *Budget Justification – required for Detailed and Modular Budgets:*
 - The DMS Plan justification should be clearly labeled "Data Management and Sharing Justification" within the budget justification attachment. If no data costs will be incurred – state this in the justification (and add \$0 in the Budget Form).
 - 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.

- NIH recommends no more than one half page for the DMS justification.

Templates and Sample Plans

- [NIH Sample Plans](#)
- [NIH Data Management and Sharing Plan Template](#) (optional)
- [Public Sample Plans](#) (via DMPTool – log in using CaneID and Password)

Filling out the Application Forms

What format is required?

A PDF document must be uploaded in the application. Do not include hyperlinks or URLs in the document.

Where does the DMS Plan go?

Upload the DMS Plan into the Research Plan section—under Other Plans.

The screenshot shows the 'PHS 398 Research Plan' application form. At the top, there is a 'View Burden Statement' button, the title 'PHS 398 Research Plan', and the OMB Number: 0925-0001 with an Expiration Date: 09/30/2024. The form is divided into several sections: 'Introduction', 'Research Plan Section', and 'Other Research Plan Section'. Each section contains numbered items with text input fields and 'Add Attachment', 'Delete Attachment', and 'View Attachment' buttons. A red callout box with the text 'upload here' points to the 'Add Attachment' button for item 11, 'Other Plan(s)', which is highlighted in yellow.

DMS Plan Assessment

How will the Plan be evaluated by NIH?

- [Assessment of Plan](#)
 - [Assessment of Budget](#)
-

Requirements When Awarded

Just-in-Time (JIT)

NIH may request additional or specific information to be included in the plan to meet their programmatic priorities or to expand use of the scientific data generated from the research.

Award Period

- Adherence to the NIH-approved DMS Plan is required for the life of the award and the scientific data.
- Data Management and Sharing will be addressed in the RPPR. Revised DMS Plan may be provided at this time.
- Shared scientific data should be accessible as soon as possible, but no later than the time of an associated publication or the end of performance period, whichever comes first. See [Data Sharing and Preservation Requirements](#) for additional information.
- Any funds awarded for data management costs must be spent during the award period, even for scientific data preserved beyond the award period.

Post Funding Period

- Non-compliance with the NIH-approved DMS Plan may be considered by NIH when making future funding decisions for the recipient institution.
-

Additional Resources

- [DMP Tool](#) – free community-based tool for developing Data Management Plans. Log in using CaneID and password.
- [NIH Sharing Website](#)
- [NIH Webinar](#) – Understanding the New NIH Data Management and Sharing Policy
- [NIH Webinar](#) – Diving Deeper into the New NIH Data Management and Sharing Policy
- NIH [Data Management Guidance](#)
- [Assessment of DMS Plans](#)

Contacts

- [NIH Sharing Mailbox](#) email your questions
- [NIH Institute or Center \(IC\) Program Staff](#) NIH encourages researchers to contact NIH staff (Program Officer) prior to submission to discuss questions
- [Research Administration contact](#) discuss with your UM Applications Team contact
- [Research Navigator](#) for assistance with locating resources or expertise