# Data Management and Sharing Plan Checklist

This Data Management and Sharing (DMS) Plan Checklist addresses the [6 required elements](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-014.html), numbered 1-6 on this worksheet, in the [NIH DMS Policy](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-013.html), effective January 25, 2023 for all new grant proposals.

Refer to the [NIH Guidance](https://sharing.nih.gov) and check for [other data policies](https://sharing.nih.gov/other-sharing-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.

## 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 that will be shared with your data to facilitate interpretation.

## 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).

## 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
* Content/ Encoding Standards
* [Common Data Elements](https://cde.nlm.nih.gov/home)
* Identifiers

## 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](https://sharing.nih.gov/data-management-and-sharing-policy/sharing-scientific-data/repositories-for-sharing-scientific-data) 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.

## 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](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-22-213.html), describe how you will protect the privacy, rights, and confidentiality of study participants (de-identification, etc.).

## 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.).