**DATA MANAGEMENT AND SHARING PLAN TEMPLATE (Draft)**

Project Title:

Principal Investigator:

Indicate project-related identifiers, as applicable:

Data type (*Human*, *Non-Human, cell line*):

Sample Collection Type (*prospective*, *ongoing*, *existing*):

Sharing Plan Description:

In the sections below, provide details of the research data and plan for sharing to create an informative summary of two pages or less. This template is adapted from the [Elements of an NIH Data Management and Sharing Plan](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-014.html). Text in italics should be deleted before submitting the plan for review.

**1. What data will be collected or created? What documentation and metadata will accompany the data?**

*Provide a summary of the types and estimated amount of scientific data to be generated and/or used in the research. Describe the data in general terms, addressing the type and amount/size of scientific data expected to be collected and used in the project (e.g., 256-channel EEG data and fMRI images from ~50 research participants). Estimate the overall data size, if possible. Descriptions should indicate the data modality (e.g., imaging, genomic, mobile, survey), level of aggregation (e.g., individual, aggregated, summarized), and/or the degree of data processing that has occurred (i.e., how raw or processed the data will be).*

*Provide the rationale for which scientific data from the project will be preserved and shared, and the decisions should be based on ethical, legal, and technical factors that may affect the extend to which scientific data are preserved and shared.*

*List a summary of the metadata, other relevant data, and any associated documentation (e.g., study protocols and data collection instruments) that will be made accessible to facilitate interpretation of the scientific data.*

**2. What tools, software, and/or code are required to access or manipulate the data?**

*Indicate whether specialized tools are needed to access or manipulate the shared scientific data to support replication or reuse, and the name(s) of the needed tool(s) and software. If applicable, specify how needed tools can be accessed, (e.g., open source and freely available, generally available for a fee in the marketplace, available only from the research team) and, if known, whether such tools are likely to remain available for as long as the scientific data remain available.*

**3. What standards will be applied to the data and metadata?**

*Indicate what standards will be applied to the scientific data and associated metadata (i.e., data formats, data dictionaries, data identifiers, definitions, unique identifiers, and other data documentation). While many scientific fields have developed and adopted common data standards, others have not. In such cases, the Plan may indicate that no consensus data standards exist for the scientific data and metadata to be generated, preserved, and shared.*

**4. How will the data be shared? Are any restrictions on data sharing required?**

*Identify the data repositories to which the data will be submitted. NIH has provided additional information to assist in selecting suitable repositories (*[*NOT-OD-21-016*](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-016.html)*). Identify how the scientific data will be findable and identifiable, i.e., via a persistent unique identifier, such as a digital object identifier (DOI), or other standard indexing tools.*

*Describe when the scientific data will be made available to other users (i.e., the larger research community, institutions, and/or the broader public) and for how long. NIH encourages scientific data be shared as soon as possible, and no later than time of an associated publication or end of the performance period, whichever comes first. Researchers are encouraged to make scientific data available for as long as they anticipate it being useful for the larger research community, institutions, and/or the broader public. Identify any differences in timelines for different subsets of scientific data to be shared.*

*NIH expects that in drafting Plans, researchers maximize the appropriate sharing of scientific data, consistent with privacy, security, informed consent, and proprietary issues. Describe any applicable factors affecting subsequent access, distribution, or reuse of scientific data related to:*

* + *Informed consent (e.g., disease-specific limitations, particular communities’ concerns).*
  + *Privacy and confidentiality protections (i.e., de-identification, Certificates of Confidentiality, and other protective measures) consistent with applicable federal, Tribal, state, and local laws, regulations, and policies.*

*Whether access to scientific data derived from humans will be controlled (i.e., made available by a data repository only after approval).*

* + *Human genomic data are expected to be consistent with the* [*NIH’s 2014 Genomic Data Sharing (GDS) Policy*](https://osp.od.nih.gov/wp-content/uploads/NIH_GDS_Policy.pdf)*.*
  + *Any restrictions imposed by federal, Tribal, or state laws, regulations, or policies, or existing or anticipated agreements (e.g., with third party funders, with partners, with Health Insurance Portability and Accountability Act (HIPAA) covered entities that provide Protected Health Information under a data use agreement, through licensing limitations attached to materials needed to conduct the research).*
  + *Any other considerations that may limit the extent of data sharing.*

**5. Who will be responsible for data management? What resources will be required?**

*List the roles and responsibilities for all activities related to the plan (e.g. data capture, metadata production, data quality review, storage and backup, data archiving, and data sharing). Name personnel whenever possible.*

*Describe any specific expertise, hardware, or software necessary to implement your plan and if you will be partnering with other groups to reach your plan objectives. List any charges that you anticipate as a result of implementation of the DMS Plan.*