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**](https://osf.io/p68s2) **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](https://osf.io/p68s2), 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](https://cornell.app.box.com/v/ReadmeTemplate)) 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**](https://osf.io/p68s2)**.**

[ ]  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](https://osf.io/p68s2) and [Ontologies](https://osf.io/p68s2))
* Content/ Encoding Standards
* [Common Data Elements](https://cde.nlm.nih.gov/home)
* Identifiers ([PIDs](https://osf.io/p68s2))

# 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:

* 1. If a particular metadata standard is required, list in the standards section.
	2. 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:

* 1. Data will be made available when the work is published or the award/support period ends (whichever comes first) OR
	2. 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](https://osf.io/p68s2) or, if there are [intellectual property](https://osf.io/p68s2) concerns, an [embargo period](https://osf.io/p68s2), 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.).