Data Management & Sharing Plan 2024

Most granting organizations, such as NSF, NIH, DOE and more, require applicants to include a Data Management and Sharing Plan (DMP) as part of their proposal application. DMP's outline what steps the proposer will take to collect, safeguard, archive, and make available the data used for the research in question.

Below are some resources available to researchers when constructing a DMP.

DMP Resources

Research Technology Office

Research Data Management Department- Arizona State University Library, provides research data management services and technology solutions for ASU Research Projects. This team can assist with preparing DMPs undertaking technology needs assessment for your project, provide subsidized computing resources and data storage and assist with data publications.
Data Management Planning - resource that provides additional background information around data management plans, planning your research data needs and provides boilerplate DMP text for inclusion in your proposal.

DMP Tool

DMP TOOL - This tool will guide you through the process of creating a DMP including templates for many funding agencies.

Sponsor Guidelines

Make sure to check each sponsor's specific data sharing guidelines prior to writing your data management plan.

NSF DMP Guidelines – a two-page data management and sharing plan is a required component to an NSF proposal that describes how an applicant will follow NSF policy on managing, disseminating and sharing results. For reference an NSF DMP Template is available on the next page. Instructions for writing a DMP are included in the latest version of the NSF Application Guide.

NIH DMP Guidelines – NIH Requires researchers planning to generate scientific data to prepare a DMP that describes how that data will be managed and shared. Refer to the template in the following pages and the NIH webpage for Writing a Data Management Plan. Instructions for developing a DMP are included in the latest version of the NIH Application Guide.

NSF Data Management Plan Template

NSF Formatting: 2 pages, arial 10, 1 Inch margins

1. **TYPES OF DATA PRODUCED:**
   the types of data, samples, physical collections, software, curriculum materials, and other materials to be produced in the course of the project

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2. **DATA AND METADATA STANDARDS:**
   the standards to be used for data and metadata format and content (where existing standards are absent or deemed inadequate, this should be documented along with any proposed solutions or remedies)

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3. **POLICIES FOR ACCESSING AND SHARING**:
   policies for access and sharing including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements

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4. **POLICIES FOR RE-USE, REDISTRIBUTION AND DERIVATIVES**:
   policies and provisions for re-use, re-distribution, and the production of derivatives

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5. **PLANS FOR ARCHIVING, PRESERVATION AND ACCESS:**
   plans for archiving data, samples, and other research products, and for preservation of access to them

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NIH Data Management Plan Template

NIH Format: 11-point font, one-half inch margins,

Element 1: Data Type

A. **Types and amount of scientific data expected to be generated in the project:**
Summarize the types and estimated amount of scientific data expected to be generated in the project,

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B. **Scientific data that will be preserved and shared, and the rationale for doing so:**
Describe which scientific data from the project will be preserved and shared and provide the rationale for this decision.

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C. **Metadata, other relevant data, and associated documentation:**
Briefly list 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.

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Element 2: Related Tools, Software and/or Code:

State whether specialized tools, software, and/or code are needed to access or manipulate shared scientific data, and if so, provide the name(s) of the needed tool(s) and software and specify how they can be accessed.

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Element 3: Standards:

State what common data standards will be applied to the scientific data and associated metadata to enable interoperability of datasets and resources, and provide the name(s) of the data standards that will be applied and describe how these data standards will be applied to the scientific data generated by the research proposed in this project. If applicable, indicate that no consensus standards exist.

Element 4: Data Preservation, Access, and Associated Timelines

A. **Repository where scientific data and metadata will be archived:**
Provide the name of the repository(ies) where scientific data and metadata arising from the project will be archived; see Selecting a Data Repository).

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B. How scientific data will be findable and identifiable:
Describe how the scientific data will be findable and identifiable, i.e., via a persistent unique identifier or other standard indexing tools.

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C. When and how long the scientific data will be made available:
Describe when the scientific data will be made available to other users (i.e., no later than time of an associated publication or end of the performance period, whichever comes first) and for how long data will be available.

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Element 5: Access, Distribution, or Reuse Considerations

A. Factors affecting subsequent access, distribution, or reuse of scientific data:
NIH expects that in drafting Plans, researchers maximize the appropriate sharing of scientific data. Describe and justify any applicable factors or data use limitations affecting subsequent access, distribution, or reuse of scientific data related to informed consent, privacy and confidentiality protections, and any other considerations that may limit the extent of data sharing. See Frequently Asked Questions for examples of justifiable reasons for limiting sharing of data.

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B. Whether access to scientific data will be controlled:
State whether access to the scientific data will be controlled (i.e., made available by a data repository only after approval).)

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C. Protections for privacy, rights, and confidentiality of human research participants:
If generating scientific data derived from humans, describe how the privacy, rights, and confidentiality of human research participants will be protected (e.g., through de-identification, Certificates of Confidentiality, and other protective measures).

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Element 6: Oversight of Data Management and Sharing:

Describe how compliance with this Plan will be monitored and managed, frequency of oversight, and by whom at your institution (e.g., titles, roles).

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