# National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK) Worksheet for Drafting a Data Management and Sharing Plan for Scientific Data

The National Institutes of Health (NIH) Data Management and Sharing (DMS) policy ([NOT-OD-21-013](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-013.html)) requires investigators to submit a DMS Plan for research that will generate scientific data as described by NIH. The DMS Plan should describe how the data will be managed and appropriately shared and address the six elements of DMS Plans:

1) Data Type

2) Related Tools, Software, and/or Code

3) Standards

4) Data Preservation, Access, and Associated Timelines

5) Access, Distribution, or Reuse Considerations

6) Oversight of Data Management and Sharing

Complementary to NIH policy, NIDDK has established [Institute-specific guidance](https://www.niddk.nih.gov/research-funding/research-resources/data-management-sharing/guidance-writing-dms-plan) for each DMS element. This worksheet is designed to assist investigators as they compose their DMS Plan. The worksheet aligns with the NIH optional [DMS Plan Format Page](https://grants.nih.gov/sites/default/files/DMS-Plan-blank-format-page.pdf) and provides links to the Institute-specific DMS guidance on the NIDDK webpage for each DMS element. Additional links to NIDDK tools designed to assist investigators with specific data elements are supplied in the relevant sections.

While drafting the DMS Plan, investigators should review the NIDDK-specific guidance and refer to the instructions included in the FORMS-H version of the [NIH Application Guide](https://grants.nih.gov/grants/how-to-apply-application-guide.html) ([research](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-h/general/g.400-phs-398-research-plan-form.htm#11), [career development](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-h/general/g.410-phs-398-career-development-award-supplemental-form.htm#17)) for developing a plan, and any additional guidance on [sharing.nih.gov](https://sharing.nih.gov/).

Please remove this cover page, the links to the NIDDK guidance and resources, and the DMS element content recommendations (italicized text) and respond to each DMS element before submission.

In addition to this worksheet, NIDDK investigators are encouraged to review the four [DMS Plan Examples for common data types](https://www.niddk.nih.gov/research-funding/research-resources/data-management-sharing/dms-tools-examples#dmsp) to understand the level of detail that investigators should provide. Additional examples are available from [NIH](https://sharing.nih.gov/data-management-and-sharing-policy/planning-and-budgeting-for-data-management-and-sharing/writing-a-data-management-and-sharing-plan#sample-plans).

# DATA MANAGEMENT AND SHARING PLAN

## Element 1: Data Type

[NIDDK-Specific Guidance - Element 1: Data Type](https://www.niddk.nih.gov/research-funding/research-resources/data-management-sharing/guidance-writing-dms-plan#data-type)

### 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.*

### 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.*

### 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.*

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

[NIDDK-Specific Guidance - Element 2: Related Tools, Software, and/or Code](https://www.niddk.nih.gov/research-funding/research-resources/data-management-sharing/guidance-writing-dms-plan#tool)

*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.*

## Element 3: Standards

[NIDDK-Specific Guidance - Element 3: Standards](https://www.niddk.nih.gov/research-funding/research-resources/data-management-sharing/guidance-writing-dms-plan#standards)

[NIDDK Resource - Standards Examples](https://www.niddk.nih.gov/research-funding/research-resources/data-management-sharing/dms-tools-examples%22%20%5Cl%20%22metadata)

*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

[NIDDK-Specific Guidance - Element 4: Data Preservation, Access, and Associated Timelines](https://www.niddk.nih.gov/research-funding/research-resources/data-management-sharing/guidance-writing-dms-plan#preservation)

[NIDDK Resource - Repository Selection Considerations](https://www.niddk.nih.gov/research-funding/research-resources/data-management-sharing/dms-tools-examples#preservation) Tool

### 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*](https://sharing.nih.gov/data-management-and-sharing-policy/sharing-scientific-data/selecting-a-data-repository)*).*

### 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).*

### 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.*

## Element 5: Access, Distribution, or Reuse Considerations

[NIDDK-Specific Guidance - Element 5: Access, Distribution, or Reuse Considerations](https://www.niddk.nih.gov/research-funding/research-resources/data-management-sharing/guidance-writing-dms-plan#access)

### 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*](https://sharing.nih.gov/faqs#/data-management-and-sharing-policy.htm) *for examples of justifiable reasons for limiting sharing of data.*

### 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).*

### 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).*

## Element 6: Oversight of Data Management and Sharing

[NIDDK-Specific Guidance - Element 6: Oversight of Data Management and Sharing](https://www.niddk.nih.gov/research-funding/research-resources/data-management-sharing/guidance-writing-dms-plan#oversight)

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