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## DMS Plan WVU Standard & Required Text

### NIH DMS Template: Element 5 A – Justification Text for Not Sharing Data

*In drafting their Plans, NIH expects that researchers will attempt to maximize scientific data sharing but may acknowledge that certain factors (i.e., ethical, legal, or technical) may necessitate limiting sharing to some extent. Foreseeable limitations should be described when drafting DMS Plans. Per the supplemental information “[Elements of an NIH Data Management Sharing Plan](#),” a compelling rationale for limiting scientific data sharing should be provided and will be assessed by NIH.*

Examples of justifiable factors include:

- informed consent will not permit or will limit the scope or extent of sharing and future research use
- existing consent (e.g., for previously collected biospecimens) prohibits sharing or limits the scope or extent of sharing and future research use
- privacy or safety of research participants would be compromised or place them at greater risk of re-identification or suffering harm, and protective measures such as de-identification and [Certificates of Confidentiality](#) would be insufficient
- explicit federal, state, local, or Tribal law, regulation, or policy prohibits disclosure
- datasets cannot practically be digitized with reasonable efforts

*Examples of reasons that would generally **not be justifiable** factors limiting scientific data sharing include:*

- *data are considered to be too small*
- *data that researchers anticipate will not be widely used*
- *data are not thought to have a suitable repository*

#### **Options for WVU standard justification text:**

- informed consent will not permit or will limit the scope or extent of sharing and future research use
- existing consent (e.g., for previously collected biospecimens) prohibits sharing or limits the scope or extent of sharing and future research use
- privacy or safety of research participants would be compromised or place them at greater risk of re-identification or suffering harm, and protective measures such as de-identification and [Certificates of Confidentiality](#) would be insufficient
- explicit federal, state, local, or Tribal law, regulation, or policy prohibits disclosure
- datasets cannot practically be digitized with reasonable efforts
- is necessary to protect sensitive and confidential information about NIH-supported research or research participants

## NIH DMS Template: Element 6 – Required Text for Institutional Oversight

### From the NIH Guidance:

*Personnel costs required to perform the types of data management and sharing activities are allowable. Examples of costs may include time and effort for data curation processes; local specialized infrastructure (only those not covered by institutional F&A costs); or fees for preserving and sharing data. Reasonable, allowable costs for management and sharing may be included in NIH budget requests. Funds for these activities must be spent during the performance period, even for scientific data and metadata preserved and shared beyond the award period. See NIH's [supplementary guidance on allowable costs for data management and sharing](#).*

### Text for Project Level Oversight of DMS Plan (PI Responsibility):

- 1. List the roles responsible for data capture, metadata production, data quality, storage and backup, data archiving, and data sharing. Include the name (if available), title, affiliation, and ORCIDs where possible.*
- 2. If this is a collaborative project across institutions, explain how data management tasks will be addressed across partners.*
- 3. Identify which individual (or role) will be responsible for implementing, updating, and revising the DMSP.*
- 4. Explain how the necessary resources (for example personnel time) to prepare the data for sharing/preservation have been budgeted. Consider and justify any resources needed to adhere to the DMP. These may include curating data and developing documentation, the infrastructure necessary for local management and preservation, and data deposit fees.*

### Example Answer:

**The following individuals [or just the position titles if unknown] will be responsible for data collection, management, storage, retention, and dissemination of project data, including updating and revising the Data Management and Sharing Plan when necessary.**

- **Name, Position Title, Host Institution, ORCID, email**

### Required Text for Institutional Level Oversight of DMS Plan(s):

West Virginia University has institutional processes to manage the development of DMS Plans and budgets and to track and audit the scientific data when it is in the preserved state. The procedures use research systems and workflows and require compliance with institutional research and information security policies. Processes include institutional tracking of repositories containing scientific data supporting research results and validation/audit of the repositories and data.

## DMS Budget – Personnel Guidance

*\*Dr. X's total effort commitment is X% (X CM). For budgeting purposes, under the new DMS activities, a total of Y% (Y CM) is budgeted under Senior/Key Personnel Costs – section A. The remaining Z% (Z CM) is budgeted below under Data Sharing and Management Cost – section F.*

*Personnel cost disclaimer for data management and sharing: Per NIH guidelines asking applicants to budget associated personnel costs related to the preparation, management, and/or sharing of data activities, a portion of the PD/PI's (or other personnel) salary and associated fringes are shown here for tracking the time it takes personnel to undertake data management and sharing activities. The PD/PI's (or other personnel) total commitment is x.xx calendar months, as shown under the personnel justification section describing his/her role. The costs budgeted within the personnel section (A) (Effort related to research activity), in addition to the costs listed under the DMS section (F) (Effort associated with DMSP activities), make up the total dollar request needed to cover the full commitment for the PD/PI. Please note that although a portion of the personnel costs are included here to account for overall DMS costs associated with the project, if awarded, these salary/fringe dollars will be processed as personnel costs following the institution's policy for the treatment of salary on sponsored awards.*

### Detailed Budget – Example 1:

PD/PI (John Smith) is the only one who will have effort associated with the DMSP. His total effort is 5 months, with 0.5 months associated with the DMSP. Assuming he is at the 2023 cap of \$212,100, we would expect the R&R budget to be completed as follows:

#### A. Senior/Key Person

##### A. Senior/Key Person

Prefix	First	Middle	Last	Suffix	Base Salary (\$)	Months			Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
						Cal.	Acad.	Sum.			
X	John		Smith	PhD	212,100.00	4.50			79,538.00	18,294.00	97,832.00
Project Role: PD/PI											

#### F. Other Direct Costs (Assuming no other costs are associated with the Data Management and Sharing Plan)

8.	Data Management and Sharing Costs	10,870.00
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The Justification would state:

#### A. Senior/Key Person

**John Smith, PhD**  
**person-months**

**Principal Investigator**

**4.5 Calendar**

Dr. Smith's role and pertinent research activity information

*\*Dr. Smith's total effort commitment is 41.67% (5 CM). For budgeting purposes under the new DMS activities, a total of 37.5% (4.5 CM) is budgeted under Senior/Key Personnel Costs – section A, and the remaining 4.17% (0.5 CM) is budgeted below under Data Sharing and Management Cost – section F.*

#### F8. Data Management and Sharing Costs

*Personnel cost disclaimer for data management and sharing: Per NIH guidelines asking applicants to budget associated personnel costs related to the preparation, management, and/or sharing of data activities, a portion of the PD/PI's salary and associated fringes are shown here for tracking the time it takes personnel to undertake data management and sharing activities. The PD/PI's total commitment is 5.00 calendar months, as shown under the personnel justification section describing his role. The costs budgeted within the personnel section (A) (4.5 calendar months), in addition to the costs listed under the DMS section (F) (0.5 calendar months), make up the total dollar request needed to cover the full commitment for the PD/PI. Please note that although a portion of the personnel costs are included here to account for overall DMS costs associated with the project, if awarded, these salary/fringe dollars will be processed as personnel costs following the institution's policy for treatment of salary on sponsored awards.*

Detailed Budget – Example 2:

Two or more people on the grant will have effort associated with the DMSP. Dr. John Smith (at the salary cap of \$212,100) will be committing a total of 5 calendar months with 0.5 calendar months associated with the DMSP, and Dr. Jane Smith (base salary of \$195,000) will be committing a total of 3 calendar months with 0.25 months associated with the DMSP.

A. Senior/Key Person

**A. Senior/Key Person**

Prefix	First	Middle	Last	Suffix	Base Salary (\$)	Months			Requested Salary (\$)	Fringe Benefits (\$)	Funds Requested (\$)
						Cal.	Acad.	Sum.			
X	John		Smith	PhD	212,100.00	4.50			79,538.00	18,294.00	97,832.00
Project Role: PD/PI											
X	Jane		Smith	PhD	195,000.00	2.75			44,688.00	10,278.00	54,966.00
Project Role: Co-I											

F. Other Direct Costs (Assuming no other costs are associated with the Data Management and Sharing Plan)

8. Data Management and Sharing Costs	15,867.00
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The Justification would state:

A. Senior/Key Person

**John Smith, PhD** **Principal Investigator** **4.5 Calendar person-months**

Dr. John Smith's role and pertinent research activity information

*\*Dr. John Smith's total effort commitment is 41.67% (5 CM). For budgeting purposes under the new DMS activities, a total of 37.5% (4.5 CM) is budgeted under Senior/Key Personnel Costs – section A, and the remaining 4.17% (0.5 CM) is budgeted below under Data Sharing and Management Cost – section F.*

**Jane Smith, PhD** **Co-Investigator** **2.75 Calendar person-months**

Dr. Jane Smith's role and pertinent research activity information

*\*Dr. Jane Smith's total effort commitment is 25% (3 CM). For budgeting purposes under the new DMS activities, a total of 22.9167% (2.75 CM) is budgeted under Senior/Key Personnel Costs – section A, and the remaining 2.0833% (0.25 CM) is budgeted below under Data Sharing and Management Cost – section F.*

#### F8. Data Management and Sharing Costs

*Personnel cost disclaimer for data management and sharing: Per NIH guidelines asking applicants to budget associated personnel costs related to the preparation, management, and/or sharing of data activities, a portion of Dr. John Smith's and Dr. Jane Smith's salaries and associated fringes are shown here for tracking the time it takes personnel to undertake data management and sharing activities. Dr. John Smith's total commitment is 5.00 calendar months, and Dr. Jane Smith's total commitment is 3.00 calendar months, as shown under the personnel justification section describing their roles. The costs budgeted within the personnel section (A) (4.5 calendar months for Dr. John Smith and 2.75 calendar months for Dr. Jane Smith) in addition to the costs listed under the DMS section (F) (0.5 calendar months for Dr. John Smith and 0.25 calendar months for Dr. Jane Smith) make up the total dollar request needed to cover the full commitment for the PD/PI and Co-I. Please note that although a portion of the personnel costs are included here to account for overall DMS costs associated with the project, if awarded, these salary/fringe dollars will be processed as personnel costs following the institution's policy for treatment of salary on sponsored awards.*

Modular Budget Example **(This example assumes no increase above the salary cap in outer years):**

#### **Personnel Justification:**

##### **John Smith, PhD (Principal Investigator)**

Dr. Smith's role and pertinent research activity information. Dr. Smith will devote 4.5 calendar months (37.5% effort)\* in all years.

*\*Dr. Smith's total effort commitment is 41.67% (5 months) each year. For budgeting purposes under the new DMS activities, a total of 37.5% (4.5 months) is budgeted under Senior/Key Personnel Costs – Section A, and the remaining 4.17% (0.5 months) is budgeted under Data Management and Sharing Costs – Section F.*

*Personnel cost disclaimer for data management and sharing: Per NIH guidelines asking applicants to budget associated personnel costs related to the preparation, management, and/or sharing of data activities, a portion of the PD/PI's (or other personnel) salary and associated fringes are shown here for tracking the time it takes personnel to undertake data management and sharing activities. The PD/PI's (or other personnel) total commitment is 5 months. The costs budgeted within the personnel section (A) (4.5 months), in addition to the costs listed under the DMS section (F) (0.5 months), make up the total dollar request needed to cover the full commitment for the PD/PI. Please note that although a portion of the personnel costs are included here to account for overall DMS costs associated with the project, if awarded, these salary/fringe dollars will be processed as personnel costs following the institution's policy for treatment of salary on sponsored awards.*

**Additional Narrative Justification:**

Data Sharing and Management Costs    \$54,350

Dr. John Smith (Principal Investigator). Dr. Smith will perform the below list of duties related to Data Management and Sharing Costs. Duties X, Y, and Z. Dr. Smith will dedicate 0.5 months (4.17% effort) to data sharing and management efforts on this project per year. Costs per year include effort (\$8,837) and fringe benefits (\$2,033).

*Personnel cost disclaimer for data management and sharing: Per NIH guidelines asking applicants to budget associated personnel costs related to the preparation, management, and/or sharing of data activities, a portion of the PD/PI's salary and associated fringes are shown here for tracking the time it takes personnel to undertake data management and sharing activities. The PD/PI's total commitment is 5.0 months. The costs budgeted within the personnel section (A) (4.5 calendar months), in addition to the costs listed under the DMS section (F) (0.5 months), make up the total dollar request needed to cover the full commitment for the PD/PI. Please note that although a portion of the personnel costs are included here to account for overall DMS costs associated with the project, if awarded, these salary/fringe dollars will be processed as personnel costs following the institution's policy for treatment of salary on sponsored awards.*