NIH DMSP Budgeting and Application Instructions – Tip Sheet

Budgeting

- Reasonable, allowable costs directly attributable to the project may be included in NIH budget requests for:
  - Curating data, such as
    - Engaging a generalist repository for curation support services
  - Developing supporting documentation, such as
    - Research staff effort needed to retain appropriate documentation beyond the effort needed to simply generate or collect the data
  - Formatting data according to accepted community standards, or for transmission to and storage at a selected repository for long-term preservation and access, such as
    - Support services that may be offered by the repository
    - Engaging a service center for support with data deposits
  - De-identifying data, such as
    - Research staff effort to systematically remove all identifiers from a data set prior to sharing
    - Engaging a third-party vendor to certify that a data set has been fully de-identified
  - Preparing metadata to foster discoverability, interpretation, and reuse, such as
    - Research staff effort needed to document appropriate metadata beyond the effort needed to simply generate or collect the data
  - Unique, project-specific information resources necessary to provide local management and preservation, such as
    - Charges from an external vendor for cloud storage prior to deposit into an established repository
    - Costs to use a third-party electronic lab notebook
  - Preserving and sharing data through established repositories, such as
    - Data deposit fees
- **Note:** All allowable costs submitted in budget requests must be incurred during the performance period.

- **Note:** The following costs are **unallowable** and should not be included in the budget request:
  - Infrastructure costs (these are included in institutional indirect costs)
  - Costs associated with the routine conduct of research, including costs associated with collecting or gaining access to research data
  - Costs that are double charged or inconsistently charged as both direct and indirect costs

- Questions to discuss with PI:
  - Is there a deposit fee for any of the repositories you are planning to use?
    - Does the repository allow pre-payment via a single deposit fee or is there an annual recurring fee? (Note: If an annual fee, fees incurred after the period of performance cannot be charged to the award.)
  - Will you need dedicated research staff time to support any data management and sharing activities to meet repository requirements? If not staff time, will you need to engage the services of a core/service center or vendor to complete:
Data curation?
Developing supporting documentation?
Formatting data according to accepted community standards or for transmission and storage at selected repository?
Preparing metadata?
De-identifying data?

Where are you planning to store the data while the project is active? Is there an associated fee?
Is there a fee associated with any tools or software you are planning to use to collect or analyze the data?
Do you have subrecipients?
  - If yes, will they be responsible and need to budget for data management and sharing activities?
Do you anticipate any expenses related to the DMSP after the end of the period of performance of the award? If so, how should those costs be covered as they cannot be charged to the award?

Application Instructions

- **R&R Budget**
  - Direct costs needed to support data management and sharing activities should be included in the Other Costs section of the budget in a single line item specifically titled “Data Management and Sharing Costs” (without the quotation marks).
  - NIH application instructions indicate that personnel costs specific only to data management and sharing activities should be included in the above-referenced line item rather than in the personnel section of the budget. Personnel costs associated with all other project activities should remain in the personnel section.
  - **Note:** To avoid effort monitoring and reporting issues, Harvard guidance is that all effort/salary for the PI(s) and any Senior/Key Personnel should still be included in the personnel section and not separately listed within the Data Management and Sharing Costs line item. As noted above, effort/salary for other personnel necessary to support data management and sharing activities should be included in the “Data Management and Sharing Costs” line item.

- **Budget Justification**
  - If a Data Management and Sharing Plan (DMSP) is required, a section clearly labeled “Data Management and Sharing Justification” must be included within the budget justification.
    - For modular budgets, the additional narrative justification is required and must include a section clearly labelled “Data Management and Sharing Justification” followed by the requested dollar amount.
  - This section should provide a brief summary of the type and amount of scientific data to be preserved and shared and the name of the selected established repository(ies) for each data type. This section should also indicate general cost categories (curation, developing supporting documentation, local data management activities, repository fees, etc.), including an amount for each category and a brief explanation. The
The recommended length of this section of the justification is no more than half a page. **This summary is what reviewers will be able to review; they will not have access to the full submitted DMSP.**

- **Research Strategy – Approach**
  - This section should include how the data will be collected, analyzed, and interpreted and reference the DMSP as appropriate.

- **Other Plans**
  - The completed DMSP will be attached in the new “Other Plans” section of the application.

- **Anticipated RPPR Questions/Instructions:**
  - A new section (C.6 Data Management and Sharing) will be added to the Products section of the RPPR with questions as follows:
    - C.6. a. Has scientific data been generated and shared during this reporting period? Describe activities related to the approved Data Management and Sharing Plan. Enter response below.
    - C.6. b. Are there changes to the Data Management and Sharing Plan?
      - No Change
      - Enter description of change and upload revised Data Management and Sharing Plan
  - **Note:** If a proposal was not required to include a DMSP under the policy in effect at the time the proposal was submitted, the requirement will not go into effect at the RPPR stage, and the PI can indicate that these questions are not applicable.