

## NIH Data Management and Sharing: Budget Guidance

This document contains budget guidance for Data and Management and Sharing (DMS) costs. Budget for all DMS costs in relevant budget category. Your budget justification should briefly describe your DMS plan and associated costs.

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### Estimating Data Management and Sharing Costs

Stage	Description (NIH Language)	How to Estimate Costs	Proposal Budget Guidance
Curating data and developing supporting documentation	<ul style="list-style-type: none"> <li>Formatting data according to accepted community standards;</li> <li>de-identifying data;</li> <li>preparing metadata to foster discoverability, interpretation, and reuse;</li> <li>and formatting data for transmission to and storage at a selected repository for long-term preservation and access.</li> </ul>	<ul style="list-style-type: none"> <li><b>We anticipate most activities in this category would qualify as personnel costs.</b></li> <li>Estimate how much time would be required by each member of the study personnel for these activities and budget for additional commensurate salary and fringe.</li> <li>Some plans may require specialized support by a data manager or data librarian core or consultant.</li> <li><a href="#">Sample cost estimation tool.</a></li> </ul>	<ul style="list-style-type: none"> <li><b>Include effort for you and your team in the personnel section of the budget and highlight data management and sharing responsibilities in the budget justification.</b></li> <li>Include specialized support costs, such as consulting or core services under data management and sharing line item and highlight in the budget justification.</li> <li>Costs associated with collecting or otherwise gaining access to research data (e.g., data access fees) are considered costs of doing research and should not be considered data management and sharing costs.</li> </ul>
Stage	Description (NIH Language)	How to Estimate Costs	Proposal Budget Guidance

<p><b>Local data management considerations</b></p>	<p>Unique and specialized information infrastructure necessary to provide local management and preservation (e.g., before deposit into an established repository).</p>	<ul style="list-style-type: none"> <li>• Determine what type of storage the project requires and identify associated costs.</li> <li>• <a href="#">MGB Digital provides multiple storage solutions at no cost.</a></li> <li>• For solutions that require an additional cost, budget for costs incurred during the project performance period only.</li> </ul>	<ul style="list-style-type: none"> <li>• Costs of purchasing servers or cloud storage for local data management remain an allowable cost. The cost of purchasing servers may require additional approvals by MGB.</li> <li>• Equipment costs (\$5,000 or more) associated with data management must be withheld from the MTDC base on the MGB internal budget and justified in the budget justification.</li> <li>• Pre-payment for long-term local or cloud storage after the project performance period is not an allowable expense on an NIH award. Pre-paid expenses are only allowable for public repository storage fees (see below).</li> </ul>
<p><b>Preserving and sharing data</b></p>	<p>Data deposit fees necessary for making data available and accessible in accordance with the data management and sharing plan. When planning for depositing data in multiple repositories, costs associated with each proposed repository may be included.</p>	<p>Select a repository or repositories and determine the cost for preserving and sharing scientific data. Many NIH-hosted repositories do not charge a fee for this service. <a href="#">NIH Guidance on selecting a repository.</a></p>	<ul style="list-style-type: none"> <li>• Your plan will determine how long the public repository will store the scientific data after the performance period end.</li> <li>• If the public repository charges a fee for long-term storage costs, these costs can be pre-paid from the NIH award.</li> </ul>

## How to list NIH DMS Costs in the SF424 Detailed R&R Budget

Effective for applications submitted for due dates on or after October 5, 2023, NIH will no longer require the use of the single DMS cost line item. NIH recognizes that DMS costs may be requested in many cost categories. Therefore, in line with our standard budget instructions, DMS costs must be requested in the appropriate cost category, e.g., personnel, equipment, supplies, and other expenses, following the instructions for the R&R Budget Form or PHS 398 Modular Budget Form, as applicable.

### Budget Justification

Include a brief justification of the proposed activities that will incur costs. The Data Management and Sharing justification must be clearly labeled as "**Data Management and Sharing Justification**" within the budget justification attachment followed by the estimated dollar amount (total direct costs). Provide a brief summary of type and amount of scientific data to be preserved and shared and the name of the established repository(ies) where they will be preserved and shared. Indicate general cost categories such as curating data and developing supporting documentation, local data management activities, preserving and sharing data through established repositories, etc., including an amount for each category and a brief explanation. Specify in the justification if there are no costs for Data Management and Sharing. The recommended length of the justification should be no more than half a page.

## How to list NIH DMS Cost in the SF424 PHS 398 Modular Budget

As costs are not broken out on a modular budget, no detail is required in the budget form.

### Additional Narrative Justification

The Data Management and Sharing justification must be included in the Additional Narrative Justification attachment and clearly labeled as "**Data Management and Sharing Justification**" followed by the estimated dollar amount (total direct costs). If no cost will be incurred, enter "0" for the estimated dollar amount. Also include a brief justification of the proposed activities that will incur costs. Provide a brief summary of type and amount of scientific data to be preserved and shared and the name of the established repository(ies) where they will be preserved and shared. Indicate general cost categories such as curating data and developing supporting documentation, local data management considerations, preserving and sharing data through established repositories, etc., including an amount for each category and a brief explanation. The recommended length of the justification should be no more than half a page.

## Example DMS Budgets

### Example 1:

Type	Data Management & Sharing Activities	How to Budget
Data Management and Curation	Data management and curation responsibilities for the Investigator's team	Under Personnel Costs, included with other responsibilities as percentage of salary and fringe
Data Storage	Investigator uses free MGB data storage solutions	\$0 - no effect on direct cost budget
Data sharing	Investigator selects an NIH repository for sharing datasets	\$0 - no effect on direct cost budget

*Sample Budget Justification Language:*

#### **Data Management and Sharing Justification (Estimated \$xx,xxx per year)**

This project proposes to share scientific data in accordance with the NIH Data Management and Sharing Policy. We are proposing to share [amount, such as 2TB] of [include a description of data type, such as metabolomic profiling data] in the [name of repository or other approved sharing site, such as the NIH Metabolomics Workbench].

#### *Curating data and developing supporting documentation (\$xx,xxx per year):*

Our investigative team will manage and curate scientific data generated by this project to ensure it is ready to be shared. Those duties are budgeted as personnel costs for [names of investigative team with those duties]. The *data analyst/manager* will be responsible for local data management, preparation and deposition activities throughout the study in accordance with the data management and sharing plan (DMSP). These responsibilities include:

- development of the local information infrastructure required for data preservation and eventual deposition to a public repository
- ensuring data is formatted appropriately and de-identified as required
- preparation of metadata such as codebooks and other guides to foster discoverability, interpretation, and reuse of the data
- formatting data for transmission to and storage at the selected repository
- transmission all data materials to the repository in accordance with the study timeline and DMSP

*Local data management and preserving and sharing data (no funds requested):* Because we have elected to use data storage tools and a data repository available at no cost, no other costs are associated with our Data Management and Sharing Plan.

**Example 2:**

<b>Type</b>	<b>Data Management &amp; Sharing Activities</b>	<b>How to Budget</b>
Data Management and Curation	Data management and curation responsibilities for the Investigator's team	Under <b>Personnel Costs</b> , included with other responsibilities as percentage of salary and fringe
Data Management and Curation	Data manager consultant hired with expertise to oversee machine learning components of the project	Under <b>Other Costs</b> , include budgeted amount for data manager under <b>F.3. Consultant Services</b> line item 20,000 annually in this example).
Data Storage	Investigator uses free MGB data storage solutions	\$0 - no effect on direct cost budget
Data Sharing	Investigator selects a specialized repository for sharing datasets that requires a data submission fee	Under <b>Other Costs</b> , include the budgeted amount for the repository in one of the blank line items (\$5,000 in Year 5 for this example).

*Sample Budget Justification Language:***Data Management and Sharing Justification (\$x,xxx per year, or outline specific amounts for each year)**

This project proposes to share scientific data in accordance with the NIH Data Management and Sharing Policy. We are proposing to share [*amount, such as 2TB*] of [*include a description of data type, such as genomic data*] in the [*name of repository or other approved sharing site, such as NIMH Repository and Genomics Resource*]. A summary of costs associated with these activities is outlined below:

*Curating data and developing supporting documentation (\$X,XXX per year, or outline specific amounts for each year):*

Our investigative team will manage and curate scientific data generated by this project to ensure it is ready to be shared. Those duties are budgeted as personnel costs for [*names of investigative team with those duties*]. The *data analyst/manager* will be responsible for local data management, preparation and deposition activities throughout the study in accordance with the data management and sharing plan (DMSP). These responsibilities include:

- development of the local information infrastructure required for data preservation and eventual deposition to a public repository
- ensuring data is formatted appropriately and de-identified as required
- preparation of metadata such as codebooks and other guides to foster discoverability, interpretation, and reuse of the data
- formatting data for transmission to and storage at the selected repository
- transmission all data materials to the repository in accordance with the study timeline and DMSP

Additionally, we propose to hire [*Dr. xxxxx as a data management consultant to oversee the machine learning components of our data management and sharing activities*].

*Local data management activities* [\$0]

We are not seeking funds for local data management because we have elected to use data storage tools available at no cost.

*Preserving and sharing data* [years x [\$xxxx] and y [\$xxxx]

The repository we selected for sharing data charges \$xxxx per submission of [amount of data]. We anticipate depositing data in years x and y.