Fred Hutch Cancer Center

Data Science Lab

# NIH Data Management and Sharing Plan Cheat Sheet

## Element 1 - Data Types

Some of the data you'll use or generate will need to be shared to validate your research findings.

Here you'll describe the type, quantity and rationale for why, as well as the metadata that will help someone else understand the data you'll share.

- Data type, format, size, and number of files (estimate quantities as necessary)
- The level of aggregation, de-identification, or processing/cleaning that will be done prior to sharing
- The source of any secondary data, previously collected data reused in this project
- List the relevant metadata associated with the data

## Element 2 - Tools, Software, Code

- What versions of which software or analysis code will another person need to open/interact with your data?
- How would others get access to that?

## Element 3 - Standards

Data sharing standards can come from:

- Repositories where you'll share data
- Domain-specific data formats and practices
- FAIR guiding principles

## Element 4 - Repositories and Timelines

Where, when and how will you actually share the data?

- What repositories exist for your data?
- When will you share what aspects or subsets of your data?
- How long will they remain available once shared?
- Is your data Genomic data and subject to additional requirements? If so, are they from humans or not?

## Element 5 - Access and Reuse Considerations

This section is important for human or data which have regulatory restrictions on their access and use which need to be respected when data are shared.

- What restrictions on sharing exist for your data related to informed consent, privacy and confidentiality protections?
- Do your data need to undergo de-identification, Certificate of Confidentiality or other processes to be safely shared while respecting human rights?

## Element 6 - Oversight

- Who on the project will oversee compliance with, updating, management and reporting on your plan and how often will they do that?