Data Management and Sharing

Information adapted from:

- NIH Data Sharing Policy (October 2003)
- NSF Award and Administration Guide (January 2011)

Boilerplate Text to be Adapted for Inclusion in Proposals

Investigators will promptly prepare and submit for publication, with authorship that accurately reflects the contributions of those involved, all significant findings from work conducted.

Investigators will share with other researchers, at no more than incremental cost and within a reasonable time, the primary data, samples, physical collections and other supporting materials created or gathered in the course of work.

Privileged or confidential information will be released only in a form that protects the privacy of individuals and subjects involved. General adjustments and, where essential, exceptions to this sharing expectation may be specified to safeguard the rights of individuals and subjects, the validity of results, or the integrity of collections or to accommodate the legitimate interest of investigators.

Investigators will share software and inventions created under the grant or otherwise make them or their products widely available and usable.

Categories of Data Sharing Information and Policies to be Addressed by a Proposal

1) Data sharing policies apply to:
   a) Human subjects
   b) Laboratory research
   c) Other types of research

2) Sources of data:
   a) Basic research
   b) Clinical studies
   c) Surveys
   d) Other sources of data

3) Types of data:
   a) Results
   b) Samples
   c) Physical collections
   d) Software
   e) Curriculum materials
   f) Meeting minutes and/or transcripts
   g) Other materials to be produced in the course of the project
4) Schedule for sharing data
5) Standards to be used for data and metadata format and content
6) Methods for sharing data:
   a) Publishing: articles in scientific publications
   b) Researcher’s efforts: investigator responds directly to data requests
   c) Data enclave: controlled, secure environment in which eligible researchers can perform analyses using data resources
   d) Data archive: place where machine-readable data are acquired, manipulated, documented and distributed
   e) Mixed mode: more than one version of a dataset, each providing a different level of access
7) Policies for access and sharing, including:
   a) Provisions for appropriate protection of privacy
      i) Removing identifiers
      ii) Restricting the transfer of data to others
      iii) Requiring that the data be used only for research purposes
      iv) Adhering to restrictions from local, State, and Federal privacy laws
   b) Confidentiality
   c) Security
   d) Intellectual property
   e) Other rights or requirements
8) Policies and provisions for re-use, re-distribution, and the production of derivatives
9) Plans for archiving data, samples, and other research products, and for preservation of access to them