Data Management Plan FAQs

Q: How do I list personnel who will be working both on the project and the DMS?
A: Budgets should show key personnel with DMS activities/responsibilities in the personnel section. Please note in the justification that their DMS activities/responsibilities are included in their salary request. In the DMS section of the budget justification, please indicate that costs for the key personnel are included in the salaries with an estimate of the % they will spend on DMS activities/responsibilities.

Please follow the instructions above for non-key personnel with DMS activities/responsibilities.

List personnel who are 100% dedicated to DMS activities/responsibilities in the personnel section with $0. Include their salary + fringe costs in the single budget line for DMS costs. For those key personnel with less than 100% effort (but not 0% effort), list all effort and salary/fringe support in the personnel section and do not include partial personnel costs in the DMS cost line item.

Q: Where do I list equipment purchases for data management storage?
A: Under the equipment budget category and referenced in the DMS budget justification.

Q: Do I need to include DMS justification in my modular budget?
A: Yes. The DMS Cost line item should be added to the Budget tab in IRES, either with appropriate dollars or the $0 amount if no costs apply. An additional budget narrative is required to be uploaded within IRES. The first (Personnel) justification will include an explanation for all personnel costs and should be uploaded to the ‘Personnel Justification’ on the IRES Budget tab. The second (additional) justification will be specifically for any DMS costs. If no costs will be incurred, we must provide a brief justification as to why there is no cost for the DMS activities/responsibilities. This DMS justification will be uploaded to the ‘Additional Narrative Justification’ on the IRES Budget tab.

Q: I am using REDCap for my data storage, and I will not be charged for the storage. Can I include $0 on the budget line for data costs?
A: Yes. You must still justify the budget to explain your data storage plan. However, Yale University strongly recommends that you consider that there may be other costs to maintain the data (personnel, etc.).

Q: If we are a sub on an NIH grant, do we also need to include DMS costs? Most times, PIs have a minimal budget if they are the sub-recipient.
A: If Yale is a subaward on another entity’s NIH application, you should include any applicable DMS costs in our R&R budget. If you do not anticipate any DMS costs, the DMS cost line item should be added with $0. The Budget Justification will need to explain the costs or the reason for not including any.

If you are the PI submitting to NIH and including subawardees within your budget, the subsites should include their DMS costs on their R&R budget. If there are no subsite DMS costs, subawardees may leave the line blank OR choose to add the line with $0. If the subaward has DMP costs in their budget and lists that in their budget justification, for transparency, you may want to reference that in the DMP costs section on your budget justification.

Q: Do I need to include DMS costs in my Transfer application, supplement application, or revised budget at Just in Time (JIT)?
A: Data Management and Sharing costs are not required to be included in Transfer applications. If the parent grant was submitted prior to the new DMS requirement, it is not applicable at the time of transfer. DMS costs are not required to be included in supplement applications; costs will be requested as part of the parent application. DMS costs are not required at the time of JIT if the parent application was submitted prior to the new DMS requirement (January 25th, 2023). Applications submitted AFTER the new requirement, if requested to submit a revised budget, should include DMS costs appropriately.