

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 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 with an estimated % allocated to DMS activities—for example, 10% overall salary request, 3% for DMS activities at \$X. Alternatively, the estimated salary costs can be listed in the budget justification under the category of DMS costs.

Q: Where do I list equipment purchases for data management storage?

A: Under the equipment budget category with a note that it will be used for DMS activities or included in the DMS budget justification.

Q: Do I need to include DMS justification in my modular budget?

A: Yes. Please follow the same budget justification guidance for non-modular applications.

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 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, it should be acknowledged in their budget justification. 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.