

## Budgeting for Data Management & Sharing Quick Tips

- **Allowable:** MUST be incurred during the performance period
  - **Curating data/developing supporting documentation** such as formatting data according to accepted community standards, deidentifying data, preparing metadata, and formatting data for a repository
  - **Preserving/sharing data through repositories** such as data deposition fees necessary for making data necessary and accessible
  - **Local data management considerations** such as activities necessary to manage and preserve data before they are deposited into an established repository
- **Unallowable:**
  - **General infrastructure costs not associated with a specific project** which are typically included in indirect costs
  - **Costs associated with the routine conduct of research** (e.g., costs associated with collecting or gaining access to research data)
  - **Costs that are double charges or inconsistently charged** as both direct and indirect costs

### Submitting DMS Budgets

- Direct costs to support the activities proposed in the DMS Plan must be indicated as **“Data Management and Sharing Costs”**
  - **R&R Budget Form:** line item in section F. Other Direct Costs
- **PHS 398 Modular Budget Form:** within Additional Narrative Justification

F. Other Direct Costs		Funds Requested (\$)
1.	Materials and Supplies	
2.	Publication Costs	
3.	Consultant Services	
4.	ADP/Computer Services	
5.	Subawards/Consortium/Contractual Costs	
6.	Equipment or Facility Rental/User Fees	
7.	Alterations and Renovations	
8.	<b>Data Management and Sharing Costs</b>	
9.		
10.		

2. Budget Justifications

Personnel Justification	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
Consortium Justification	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
<b>Additional Narrative Justification</b>	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>

**R&R Budget Form:** Enter the costs as “Data Management and Sharing Costs” as noted in the example above. If no cost will be incurred, enter “0” in the “Funds Requested” column. Include a justification of the proposed activities that will incur costs under the heading “Data Management and Sharing Justification” in the Budget Justification attachment. Specify if no costs will be incurred for Data Management and Sharing.

**PHS 398 Modular Budget Form:** For modular budgets, there are no line items so this will be embedded with the text of the Additional Narrative Justification. Include a justification of the proposed activities that will incur costs under the heading “Data Management and Sharing Justification” in the Additional Narrative Justification attachment followed by the requested dollar amount. If no costs will be incurred, enter “0” for the requested dollar amount.

For either attachment, this should include a brief summary of type and amount of scientific data to be preserved and shared, the name of the established repository(ies) to be used, and general cost categories. Recommended length no more than ½ page.

Additional details are on the [Budgeting for Data Management & Sharing](#) NIH website. Please see the [Writing a Data Management & Sharing Plan](#) website for information on preparing a DMS Plan.