

NIH Formatting Requirements and DMPTool

Your NIH Data Management & Sharing (DMS) Plan must comply with all of [NIH's formatting requirements](#). Otherwise, the application is at risk of getting withdrawn. This includes font size, margins, and no URLs or hyperlinks are allowed.

If using the [DMPTool](#), it is recommended to download to a Word document to ensure all formatting requirements are met, and edit as necessary, prior to converting to a PDF to upload into the application package. Only include **section headings**, not the full question text. See below example:

The screenshot shows the 'Test NIH' interface with a navigation bar containing 'Project Details', 'Collaborators', 'Write Plan', 'Research outputs', 'Finalize', and 'Download'. The 'Download' tab is active. Below the navigation bar, there are two sections: 'Format' and 'Download settings'. The 'Format' section has a dropdown menu set to 'docx'. A callout box points to this dropdown with the text: 'Recommend downloading as a Word doc before converting to PDF'. The 'Download settings' section is titled 'Optional plan components' and has four checkboxes: 'project details coversheet' (unchecked), 'section headings' (checked), 'question text (will only display your answers)' (unchecked), and 'unanswered questions' (unchecked). A callout box points to the 'section headings' checkbox with the text: 'Only "section headings" should be checked. Do not include the question text, which contains hyperlinks.' At the bottom of the 'Download settings' section is a blue button labeled 'Download Plan'.