

## UTHealth Houston DMS Frequently Asked Questions

### 1. What's new in the 2023 NIH Data Management and Sharing Policy?

Effective January 25, 2023, ALL grant applications or renewals that generate scientific data must include a detailed two-page Data Management and Sharing Plan (DMS) related to managing and storing data through the duration of the funded period as well as data dissemination.

Upon award and approval of the DMS, compliance with the plan is expected to ensure future funding. See the NIH policy overview for further details: [NIH DMS Sourcebook](#)

### 2. What does NIH expect from investigators?

Investigators are required to prepare a DMS Plan with six structured sections: Data Type; Related Tools, Software Standards; Data Preservation, Access, and Associated Timelines; Access, Distribution, or Reuse Considerations; Oversight of Data Management and Sharing. Each section has further subheadings that investigators are required to complete based on the proposed project scope.

### 3. What does NIH expect from UTHealth Houston in terms of DMS oversight?

While investigators should seek established, publicly available data archives to deposit their data for long-term preservation and reuse, UTHealth Houston has developed an oversight plan with appropriate infrastructure to be put in place to provide institutional oversight for the DMS policy. The following is the template language investigators can use for Element 6 of their DMS Plan:

“The Office of the Executive Vice President & Chief Academic Officer (EVP/CAO) and The Office of Data Science (ODS) at UTHealth Houston will provide joint institutional oversight for the DMS plan. Datasets resulting from this research will be cataloged with in the institutional DEPUT. DEPUT is the institutional oversight management portal supported by UTHealth Houston for DMS validation and tracking. Project Contact PI will update data status in DEPUT, and the institutional office of Sponsored Projects Administration (SPA) will perform annual validation according to the DMS plan. Validation results will be maintained in DEPUT. Noncompliance with the DMS plan will be identified with appropriate correcting measures implemented. The PI will have overall responsibility for compliance with data collection, storage, and safety protocols.”

### 4. How can I determine if my research is subject to the DMS policy?

See NIH resources on Resources Covered by the 2023 Data Management & Sharing Policy which includes activity codes subject to the DMS policy ([activity codes](#)). Also utilize the NIH "[Which Policies Apply to My Research](#)" page for guidance.

### 5. What tools are available to help me develop a DMS Plan?

The [DMPTool](#) is a free application that helps researchers create data management plans. NIH has also created a format template found on their [Writing a Data Management and Sharing Plan](#) page in order to give researchers a better sense of the elements required in a DMS. Several NIH Institutes have created [sample DMS plans](#). UTHealth Houston has included guidance for completing some elements on our [webpage](#).

## **6. How long should data be available?**

The DMS Policy states that researchers are encouraged to consider relevant requirements and expectations (e.g., data repository policies, award record retention requirements, institutional retention policies, journal policies) as guidance for the minimum time frame that scientific data should be made available, which researchers may extend. Researchers should consider any costs associated with data preservation in the development of the budget request submitted with their applications.

## **7. Are there any existing data repositories that I can use?**

There are a variety of publically available repositories as well as a [listing of NIH-supported repositories](#) into which investigators can deposit their data.

## **8. How do I request direct cost support to deposit my data and ensure DMS compliance?**

UTHealth Houston requests the inclusion of support for annual institutional monitoring of the DMS plan (\$1,200 per grant year) be included in ALL DMS plan budget justifications. Add any additional costs as needed for your specific proposal such as repository fees; formatting data according to accepted community standards; de-identifying data; preparing metadata to foster discoverability, interpretation, etc.

## **9. Who owns the research data I produce and what are my responsibilities regarding its management?**

UTHealth Houston asserts ownership over research data for all projects conducted at the university, under the auspices of the university, or with university resources. This enables the university to respond to inquiries from funders and third parties, as well as appropriately protect the data, data subjects, and researchers. Principal Investigators (PIs) and other researchers are stewards and custodians of research data. Therefore, the PI's responsibilities with respect to research data are covered by HOOP policy 92.

## **10. Where can I get more help?**

Several groups on campus will play a role in assuring UTHealth and its researchers are ready to meet these new policy changes. Please direct any questions you have to [DMS@uth.tmc.edu](mailto:DMS@uth.tmc.edu)

## **Still have questions?**

The NIH has compiled a list of FAQs to answer common questions about policy requirements: see [General Frequently Asked Questions \(FAQs\) from NIH](#)