

Guidance for Review of Data Management Plans Submitted with Applications and Proposals for NIST Funding for Scientific Research

NIST G 5701.00
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PURPOSE

This document establishes guidance for review of data management plans (DMPs) submitted with applications and proposals for financial assistance and other types of federal funding for the conduct of scientific research, as well as for monitoring compliance with special award conditions.

APPLICABILITY

This guidance is provided for Federal Program Officers and other NIST staff who review financial assistance proposals and other applications for NIST funding for the conduct of scientific research.

REFERENCES

- [Department of Commerce Grants and Cooperative Agreements Manual](#)
- [NIST Policy 5700.00 Managing Public Access to Results of Federally Funded Research](#)
- [NIST Order 5701.00 Managing Public Access to Results of Federally Funded Research](#)
- [NIST Procedure 5702.01 Managing Public Access to External Research Funded by NIST](#)

GUIDANCE

Notice of Funding Opportunities (NOFOs)¹ require that applicants for federal funding for the conduct of scientific research submit a data management plan (DMP) that includes, at a minimum:

1. a summary of activities that generate data
2. a summary of the types of data generated by the identified activities
3. a plan for storage and maintenance of the data generated by the identified activities, and
4. a plan describing whether and how data generated by the identified activities will be reviewed and made available to the public.

¹ <https://www.nist.gov/about-nist/funding-opportunities>

All applications for activities that will generate scientific data using NIST funding are required to adhere to a DMP or explain why data sharing and/or preservation are not within the scope of the project.

All DMPs must comply with the requirements of NIST Policy 5700.00, *Managing Public Access to Results of Federally Funded Research* and NIST Order 5701.00 *Managing Public Access to Results of Federally Funded Research* or any successor Policy and Order.

Although the DMP will not be evaluated against any specific criteria during the technical merit review, reviewers should ensure that each of points 1 through 4 below has been adequately addressed in the DMP. Data is expected to be made publicly available unless such a release is not permitted (e.g., data contains personally identifiable information (PII) or business identifiable information (BII)). If data will not be made publicly available, justification must be provided.

After selection has been made, the FPO should work with the NIST Grants Office to have the applicant revise their DMP as needed.

Recommendations for evaluation of DMPs follow.

1. A summary of activities that generate data.

DMP Evaluation: Is a summary of activities that generate data provided?

2. A summary of the data types generated by the identified activities.

DMP Evaluation: Is a summary of data types provided? (For example, is it tabulated numerical data, videos, images, a database?)

3. A plan for storage and maintenance of the data generated by the identified activities, in both the short-term and long-term (if relevant).

DMP Evaluation: Is a short-term storage plan provided?

Is a plan provided for transition from data acquisition to short-term storage, to long-term storage and preservation of the data (if relevant)?

Is the short-term plan consistent with NIST P 5700.00 and O 5701.00 *Managing Public Access to Results of Federally Funded Research*?

Is the long-term plan consistent NIST P 5700.00 and O 5701.00 *Managing Public Access to Results of Federally Funded Research*?

4. A plan describing whether and how the data generated by the identified activities will be reviewed and made available to the public. The plan should describe any known access restrictions for the data and/or metadata, if appropriate. Note that NIST does not currently require deposit in any specific repositories.

DMP Evaluation: How will data quality be assured?

Will the data be made publicly available? (If not, why not?)

Will the data be published? Where?

If it is not published, how will it be made discoverable and accessible to the public?

Who will review the data to ensure its quality before it is released to the public?

Will the data be provided in a non-proprietary, machine-readable, and machine-actionable format?

Will supporting documents be provided (e.g., a data dictionary) to allow for re-use of the data?

DIRECTIVE OWNER

602 – Special Programs Office

APPENDICIES

A. Revision History

APPENDIX A

REVISION HISTORY

Revision	Date	Responsible Person	Description of Change
Initial	6/9/2017	Katherine Sharpless	Initial draft
Rev. 0.1	11/22/2017	Dan Cipra	Formatting updates only