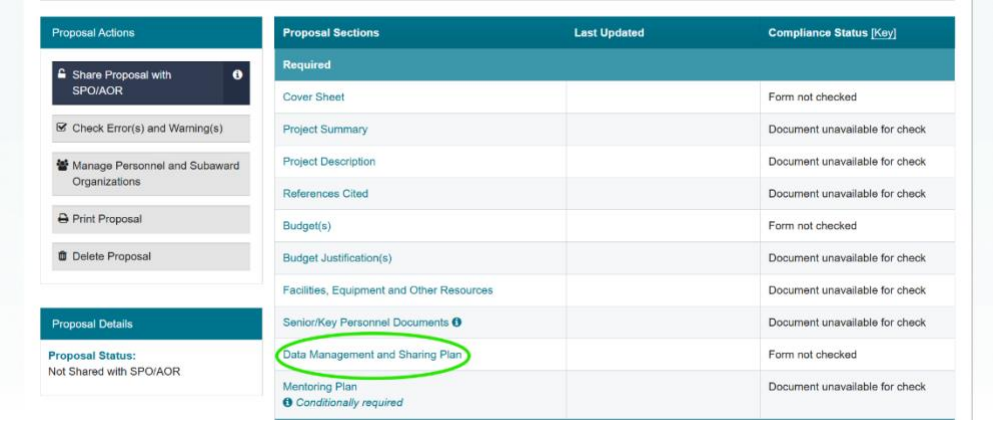
NSF DATA MANAGEMENT & SHARING PLAN TEMPLATE

This template is intended to assist with completion of the NSF Data Management and Sharing Plan (DMSP). The DSMP must be completed for the primary Directorate you are applying to. Refer to the funding opportunity for specific guidance on how to complete this section.

Step 1. Navigate to the DMSP Section

In Research.gov:

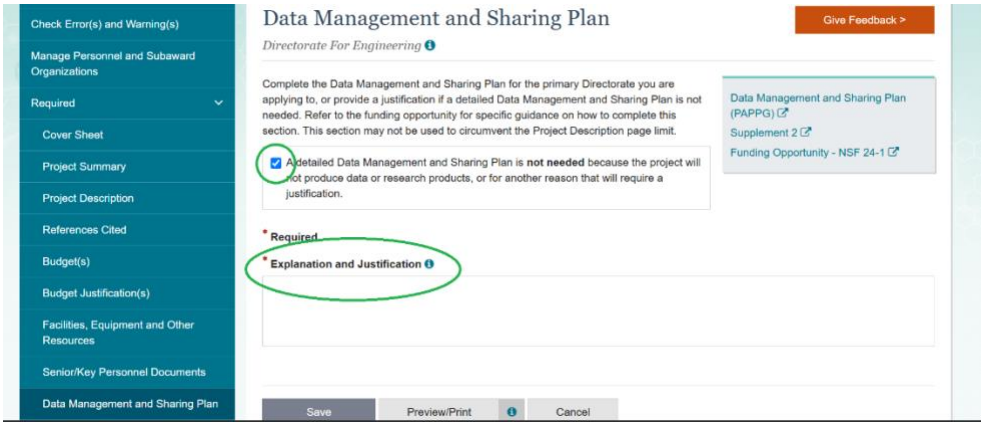
1. *Open your proposal*
2. *Select 'Data Management & Sharing Plan' from the proposal workspace*



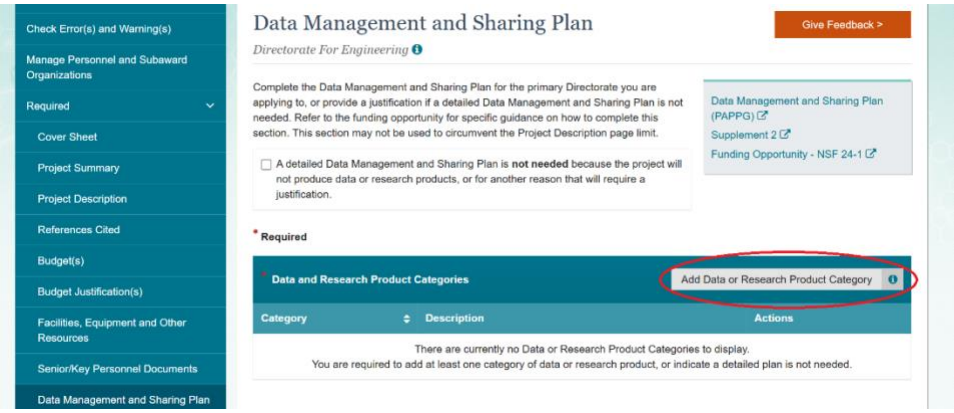
Step 2. Add a Data or Research Product Category

Follow A or B below, depending on if a DMSP is needed:

A. *If your project will NOT produce data or research products select the checkbox for 'A detailed Data Management and Sharing Plan is not needed' and provide the required justification*

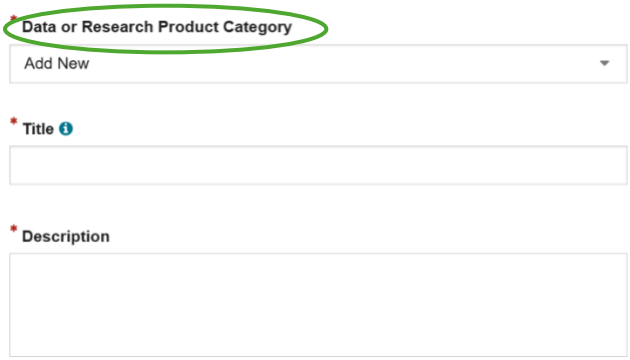


B. *Select 'Add Data or Research Product Category'*
Each category represents one type of data or research product your project will produce.



Step 3. Data or Research Product Category General Information

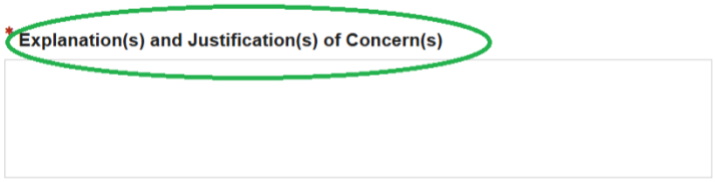
Select the broad category that best fits the data or research product. If the appropriate category is not available, select 'Add New' (last option) and provide a title and short description for the custom entry. The selection will also determine the options displayed in the 'Data Standards and Metadata' and 'Public Archiving' sections.



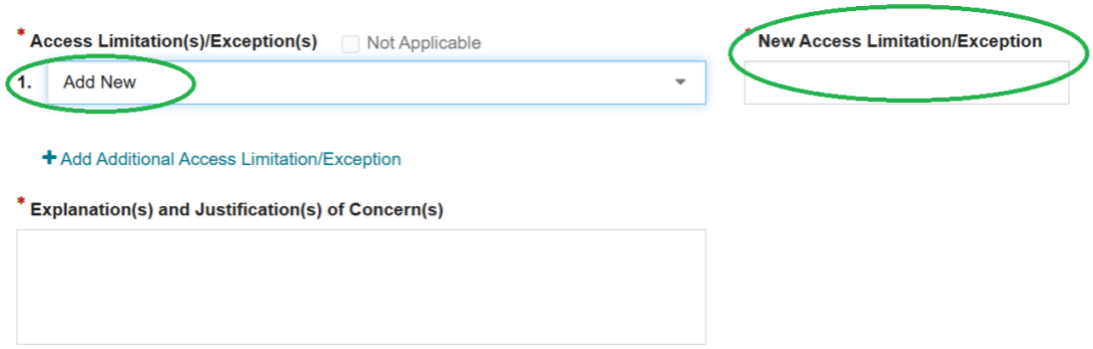
Step 4. Access Policies and Limitations

Select up to six exceptions or limitations explaining why data or research products in this category will not be publicly shared. Please ensure any applicable Directorate- or solicitation-specific guidance regarding appropriate exceptions. Selections may include legal, privacy, ethical, technical, confidentiality, security, or intellectual property concerns, as well as restrictions from data use agreements or IRB requirements. If you select any limitation other than 'Not Applicable,' an explanation and justification of the concern must be provided.



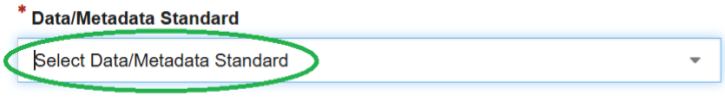


If your exception isn't listed:
Select 'Add New' to enter one custom option.



Step 5. Data Standards and Metadata

Specify the data and metadata standard(s) that will be used by selecting an option. Options displayed are based on the Data or Research Product Category selection above.



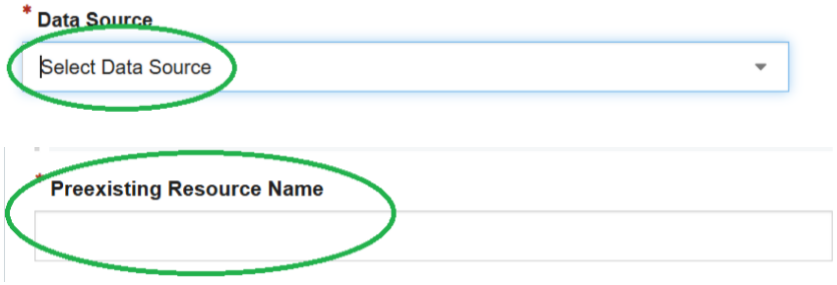
If no appropriate standard exists:
Select 'Add New' and describe the standard you will use.



Optional:
Include additional information if it will help reviewers understand your metadata.

Step 6. Data or Research Product Provenance

Identify where the data comes from. If data is coming from an existing dataset or existing data resource, you must provide the preexisting resource name.



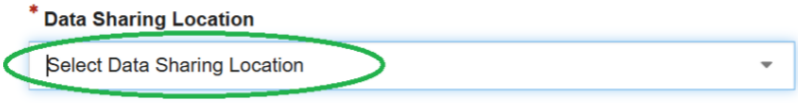
If no appropriate data source is available:
Select 'Add New' and describe the data source you will use.



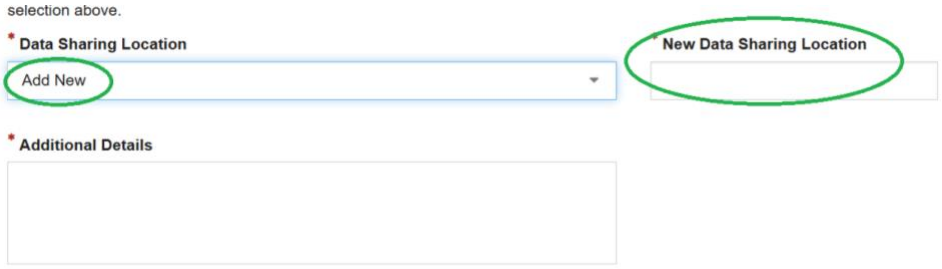
Optional:
Include additional information if it will help reviewers understand the source of your data.

Step 7. Public Archiving

Specify where the data or research products in this category will be made available by selecting an option. In most cases, this will be an online repository. Options displayed are based on the Data or Research Product Category selection above.

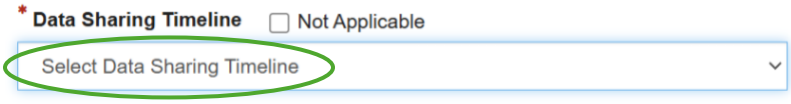


If no appropriate data source is available:
Select 'Add New' and describe the data sharing location you will use.

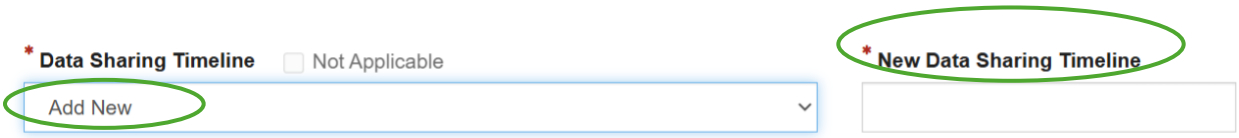


Step 8. Timeline for Public Accessibility

Provide the anticipated timeline at which this data or research products in this category will be shared, or select 'Not Applicable' if it will not be shared. ***NSF requires all data to be made publicly available at the time of publication unless the data meets one of the exceptions selected above.***



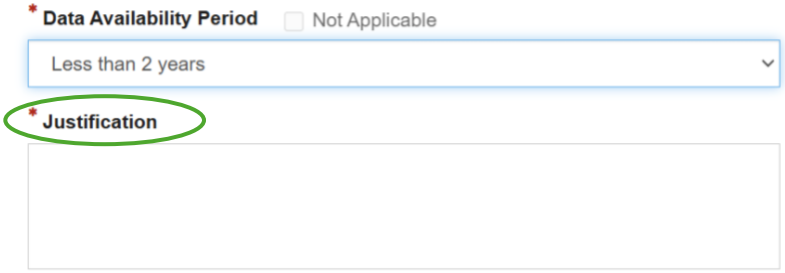
If the anticipated timeline is not listed:
Select 'Add New' and provide details about the new data sharing timeline.



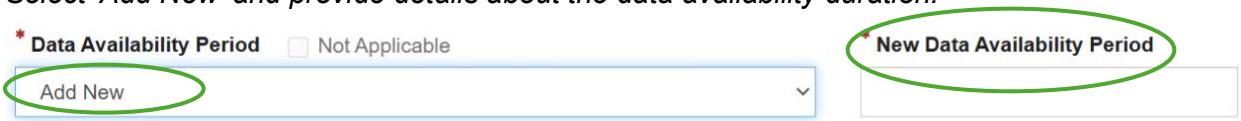
Optional:
Include additional information if it will help reviewers understand the timeline of your data sharing.

Step 9. Data Availability

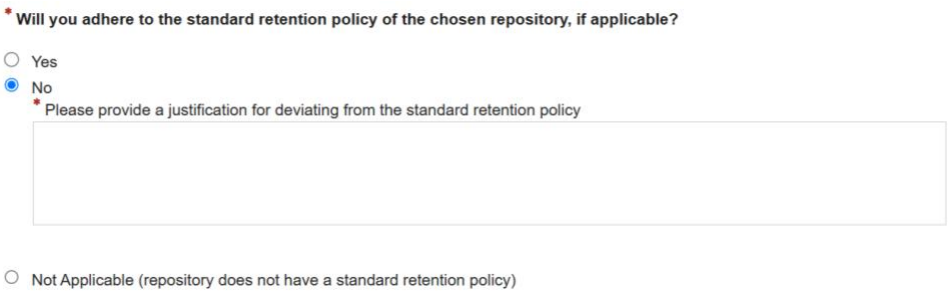
Specify how long the data or research products in this category will be made available, if applicable. Select the longest applicable period. If the availability of the data is less than two years after project completion, a justification must be provided below.



If the duration is not listed:
Select 'Add New' and provide details about the data availability duration.



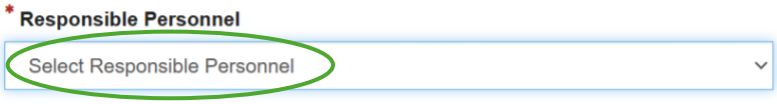
Indicate whether you will follow the repository's standard retention policy. If you select 'No,' you will have to provide a justification for deviating from the standard retention policy.



Step 10. Accountability

Select the PI or co-PI who will be responsible for ensuring this category of data or research product is managed and shared according to the specified approach.

Note: Add personnel from the Manage Personnel and Subaward Organizations page to populate the Responsible Personnel dropdown. For separately submitted collaborative proposals, non-lead proposals must be linked for the personnel to display in the dropdown.



Step 11. Save and Review

After completing all required fields:

1. *Select **Save***
2. *Review the information for accuracy*
3. *Select **Preview/Print** to generate the completed DMSP and share with Grants Specialist*
4. *Add additional Data or Research Product Categories if your project includes multiple data types.*

