**DATA SHARING PLAN TEMPLATE**

The Data Sharing Plan shall be submitted in accordance with the template set out below. The notes in italics under each section of the template provide further context and guidance on how the section should be completed. Please refer to Annex B (Explanatory Notes to the Data Sharing Plan Template) of the Instructions to Applicants document, which can be downloaded from <https://www.nmrc.gov.sg/policy-guideline/data-sharing>, for further information.

**1. Description of Research and Research Data**

**1.1 Brief Description of the Research Study** *Briefly describe the nature of the research study (in not more than 3 lines/sentences).*

**1.2 Brief Description of the Research Data and Analysis to be Undertaken**

*Briefly describe the research data that will be collected/generated, and the plans for/scope of analysis to be undertaken.*

**2. Restriction on Data Sharing**

*A copy of the anonymised Final Research Data is expected to be stored in the NMRC Research Data Repository for sharing under the Framework.*

*You should share all the Final Research Data under the Framework within the timeframe stated in the Framework. Should you anticipate that this cannot be done, please state: -*

1. *the scope of the Final Research Data that you will likely not be sharing under the Framework, or likely not be sharing under the Framework within the timeframe stated in the Framework;*
2. *explain why that Final Research Data likely cannot be shared under the Framework or likely cannot be shared under the Framework within the timeframe stated in the Framework. Only strong justifications will be accepted; and*
3. *include a proposal on alternative means in which that Final Research Data can be shared e.g. by anonymising or aggregating that Final Research Data, obtaining the relevant consent to disclose that Final Research Data; obtaining the relevant copyright permissions or sharing that Final Research Data at a later, more appropriate time (in which case, an extension of time should be sought pursuant to the Framework).*

*“****Final Research Data****” means, in relation to the Research, recorded factual material commonly accepted in the scientific community as necessary to document and support research findings, regardless of whether the data is used to support publications. Final Research Data that are clinical in nature shall include the human subject’s basic demographics (including but not limited to the human subject’s age, gender and race), disease and condition (i.e. the diagnosis), unless the information is not collected in the Research. Final Research Data shall not include laboratory notebooks, preliminary analyses, drafts of scientific papers, plans for future research, peer review reports, communications with colleagues, or physical objects such as gels or laboratory specimens.*

**Please click here to choose an option**

If there is restriction on data sharing, please provide your justifications in the text box below. Otherwise, please enter ‘NA’.

**3. Data Use Limitation**

*Indicate any anticipated limitations to using the Final Research Data shared under the Framework. Such limitations should be minimised where possible and be substantiated with valid reasons e.g. where the limitation is due to limited consent obtained for the use and disclosure of the Final Research Data. Examples of such limitations include the use of the Final Research Data by non-profit organisations only, the use of the Final Research Data for health and/or biomedical research only, or the use of the Final Research Data for research related to a specific disease only.*

**Please click here to choose an option**

If there is Data Use limitation anticipated, please provide your justifications in the text box below. Otherwise, please enter ‘NA’.

**4. Institutional Review Board (IRB) Endorsement (For a Research Study that involves human subjects)**

*For research study that involves human subjects, please state whether an IRB has reviewed and endorsed the Data Sharing Plan.*

**Please click here to choose an option**

**5. Lead Principal Investigator’s Undertaking**

*The Lead Principal Investigator shall ensure that the Data Sharing Plan is (i) in accordance with the Framework, and the Lead Principal Investigator’s institution’s data sharing/management policy; and (ii) in compliance with all applicable legislation prescribing requirements in relation to data.*

 Please tick the box to undertake the following.

|  |  |
| --- | --- |
| [ ]   | I, the Lead Principal Investigator, shall ensure that the submitted data sharing plan is in accordance with the Research Data Governance and Sharing Framework, and my institution’s data sharing/management policy, and in compliance with all applicable legislation prescribing requirements in relation to data. |

Name and signature of Lead Principal Investigator:

Date:

**SUPPLEMENTARY DATA MANAGEMENT QUESTIONS**

This section serves to provide more insights on the data being collected and how it is managed in the proposed project, in complement to the data sharing plan.

Please note that this section will not be assessed as part of the Data Sharing Plan.

**A1. What data will you collect, create or reuse?**

*Describe format of data (e.g., text, numeric, audio-visual, models, computer code, discipline-specific, instrument-specific) and give an indication of the anticipated volume of data. Outline and explain your choice of format and consider the implications of data format and data volumes in terms of storage, backup and access.*

*Indicate usage of any secondary data. This could include any existing data, data from earlier projects or third-party sources such as administrative data available in TRUST (you may refer to the TRUST webpage for more information on the data available in TRUST –* [*https://trustplatform.sg/collaborate/access-trust-data/*](https://trustplatform.sg/collaborate/access-trust-data/)*).*

**A2. How will the data be collected or created?**

*Describe data collection method (e.g., experimental (generated by lab equipment), computational/simulation (generated from computation models), observational (recordings of specific phenomena at a specific time or location), derived (produced via processing or combining other data), reference (extracted from published and/or curated datasets)).*

*Specify any community agreed or other formal data standards used (with URL references) to enable interoperability.*

*Explain how the consistency and quality of data collection will be controlled and documented. This may include processes such as calibration, repeat samples or measurements, standardised data capture or recording, data entry validation, peer review of data or representation with controlled vocabularies.*

**A3. How will collected data be linked?**

*Describe how utility of collected data can be further leveraged with longitudinal data (past and present) from administrative data available in TRUST or other sources to support the project, if applicable. Applicants are encouraged to plan ahead for secondary use of datasets and data linkages (e.g., obtaining necessary consent to link data with administrative data available in TRUST or other sources and secondary use of datasets) to expand the utility of the data collected.*

**A4. How will the data be stored and backed up during the research?**

*Describe where and how you will store the data during the research.*

*Describe the backup and archiving regime you will use to back up all your data to prevent its loss.*