

FOUR-PAGE WORKING ARTIFACT

# Data sharing release record

A current NIH-grounded guide and four-page record for moving each data object through consent, access, repository, metadata, release, and stewardship decisions.

|                                           |                                   |
|-------------------------------------------|-----------------------------------|
| PROJECT, AWARD, OR MANUSCRIPT             | DATA OBJECT AND RESPONSIBLE OWNER |
|                                           |                                   |
| CONTROLLING ETHICS, CONSENT, OR AGREEMENT | TARGET RELEASE TRIGGER            |
|                                           |                                   |

## Completion gate

|                                                                     |                                                                    |
|---------------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Every released object has a named owner    | <input type="checkbox"/> Rights and participant terms checked      |
| <input type="checkbox"/> Access tier justified                      | <input type="checkbox"/> Repository and metadata confirmed         |
| <input type="checkbox"/> Release trigger and deposit state verified | <input type="checkbox"/> Stewardship and correction route assigned |

**How to use this record.** Complete it with the people who control the relevant policy, rights, evidence, and decision. An empty field is an unresolved decision, not permission to proceed.

## MANUSIGHTS PLANNING MODEL

# Data Sharing Release Record

Answer each question with evidence that another qualified person can inspect. The framework organizes a decision; it does not replace the controlling authority.

| Decision                        | Question, proof, and working record                                                                                                                                                                               |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Data object                  | <p>What exact files, variables, code, documentation, and derived outputs support the result?</p> <p><b>Proof:</b></p> <p>Named objects, formats, approximate size, provenance, and a responsible owner.</p> <hr/> |
| 2. Rights and participant terms | <p>What do consent, ethics review, agreements, law, and third-party rights permit?</p> <p><b>Proof:</b></p> <p>Controlling document, allowed uses, prohibited uses, and unresolved restrictions.</p> <hr/>        |
| 3. Access tier                  | <p>Can the object be open, controlled, or not shared publicly?</p> <p><b>Proof:</b></p> <p>Risk rationale, access decision, review authority, and any conditions for access.</p> <hr/>                            |
| 4. Repository and metadata      | <p>Where will the preserved object and its documentation live?</p> <p><b>Proof:</b></p> <p>Repository fit, persistent identifier plan, metadata, README, data dictionary, and code environment.</p> <hr/>         |
| 5. Release trigger              | <p>What event and date make the object available?</p> <p><b>Proof:</b></p> <p>Publication or performance-period trigger, deposit status, embargo if permitted, and verification owner.</p> <hr/>                  |
| 6. Stewardship                  | <p>Who answers access requests and maintains the record?</p> <p><b>Proof:</b></p> <p>Named role, retention period, versioning, withdrawal process, and contact route.</p> <hr/>                                   |

## CONTEXT BEFORE ACTION

# Access route decision

Use these starting points to identify the next verification. Do not convert a category into approval without checking the current, project-specific source.

**Open access**

The object can be shared publicly under the controlling consent, rights, ethics, and policy conditions. Record: Repository, license, identifier, release date, documentation, and integrity check.

**PROJECT-SPECIFIC EVIDENCE**

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**Controlled access**

Qualified access is possible but direct public release would create privacy, consent, contractual, or security risk. Record: Access committee or process, eligibility, agreement, review time, safeguards, and contact.

**PROJECT-SPECIFIC EVIDENCE**

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**Restricted or unavailable**

A controlling constraint prevents sharing the object in a responsible form. Record: Specific constraint, decision authority, shareable metadata or synthetic alternative, and review date.

**PROJECT-SPECIFIC EVIDENCE**

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**RECORDED DECISION**☐ Proceed☐ Revise☐ Stop and escalate

## CLOSE THE LOOP

# Leave a record someone else can verify.

- 1 Write the availability statement from the completed record.
- 2 Match the award, journal, repository, and institutional terms.
- 3 Test public links and access-request routes.
- 4 Retain the decision authority and observation dates.

## Official source record / checked September 15, 2026

**A. NIH Policy for Data Management and Sharing**

NIH Office of the Director / Policy requirements, timing, and repositories

[Open official source](#)**C. Updated Elements for NIH Data Management and Sharing Plans**

NIH Office of Extramural Research / Implementation date and updated elements

[Open official source](#)**E. Designating Scientific Data for Controlled Access**

NIH Office of Extramural Research / Controlled-access considerations

[Open official source](#)**B. Data Sharing Approaches**

NIH Office of Extramural Research / Repository selection and sharing considerations

[Open official source](#)**D. Data Management and Sharing Plan Format Page**

NIH Office of Extramural Research / Current DMS Plan format

[Open official source](#)

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