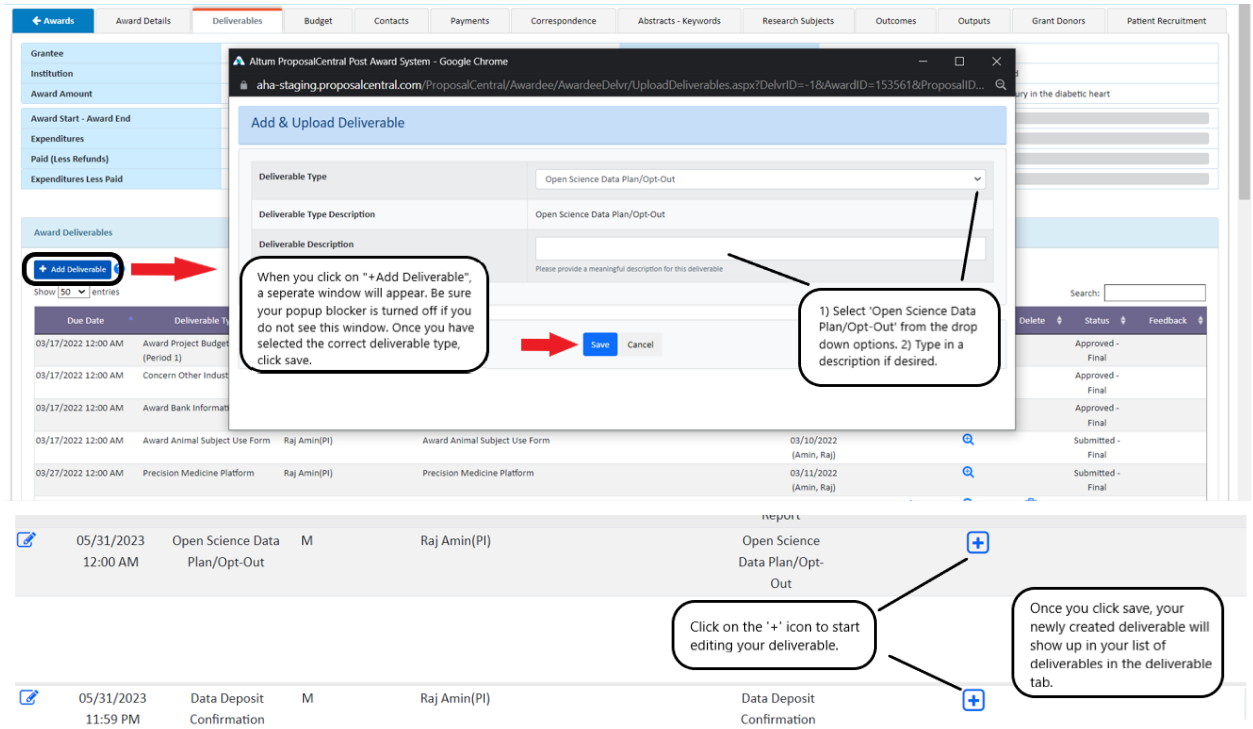
Step by step instructions on how to add / modify an Open Science Data Plan deliverable

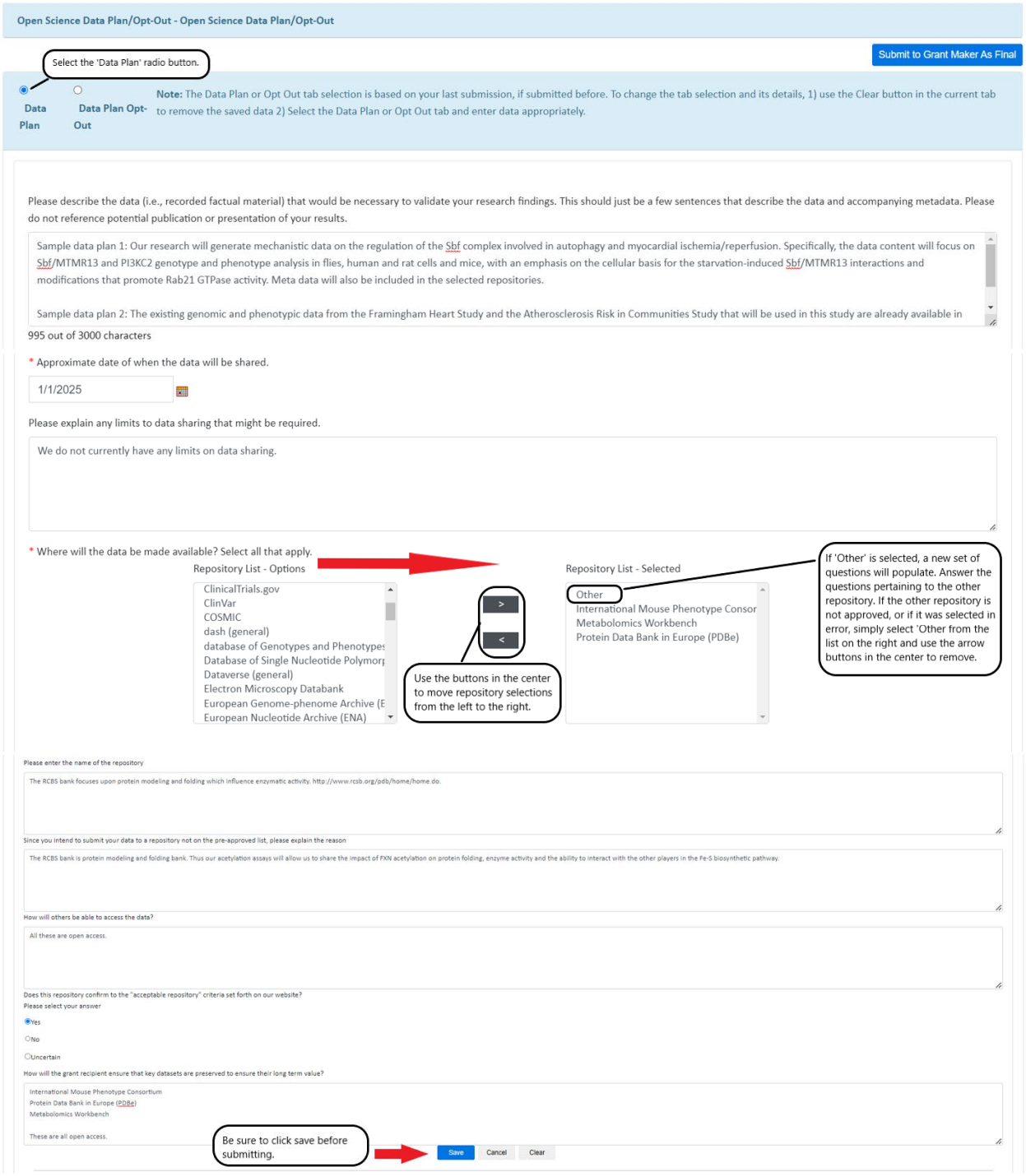
Data Plans are living documents and might need to be updated throughout the award term. Below are the steps to add or modify your data plan.

1. From your deliverables tab, click on the 'Add Deliverable' button. A separate window will open to add deliverable. If you do not see the separate window, be sure that your pop-up blocker is turned off. Select the 'Open Science Data Plan/Opt-Out' deliverable from the list of deliverable types. Type in the deliverable description if desired, then click save. The newly created deliverable will then appear in your list of deliverables.



2. Click on the '+' icon on the right to start editing your deliverable. Note there are two radio buttons: 'Data Plan' and 'Data Plan Opt-Out'. Selecting the appropriate radio buttons will populate different questions to answer.

    a. Selecting 'Data Plan' radio button:
    Answer the presented questions regarding your data plan. Make your repository selections by selecting from the "Repository List – Options", then move your selection with the arrow buttons in the center to "Repository List – Selected". When finished, be sure to click save before clicking 'Submit to Grant Maker as Final' button.



*If you select 'Other' from the list of repositories, another set of questions will populate for you to answer. Please answer the provided questions regarding the repository that is not part of AHA's approved repositories list. AHA staff will review if the proposed repository is acceptable. If the other repository is not approved, or if selected 'other in error, simply remove it from the list by using the arrow buttons in the center, and the subsequent questions will also be removed. Be sure to click save before submitting.

b. Selecting 'Data Plan Opt-Out' radio button:

If selecting an opt out, please explain why the Open Data policy should be waived. All Opt-Out requests will need to be approved. Generally, most opt-out requests fall into one of the following categories, however you can provide other rationale as well. Here are the definitions of the categories:

- Human Subject Grounds: As the National Science Foundation explains, "[H]uman subject's protection requires removing identifiers, which may be prohibitively expensive or render the data meaningless in research that relies heavily on extensive in-depth interviews." Data sharing may not violate privacy regulations stipulated by HIPAA or fail in any way to safeguard the rights of research participants. It is the responsibility of the applicant to make a case for why the use of the HIPAA Safe Harbor de-identification method would not be feasible for their data.
- Superseding Regulations Grounds: Governing laws or institutional policies may limit the release of certain data.
- Intellectual Property (IP) Grounds: Although data sharing may not protect IP, opt-out requests citing protection for potential or anticipated IP will not be approved until after IP rights are established.

Once you have typed in your rationale as to why you want to opt out of data sharing and made the appropriate selections, be sure to click save before submitting.