

## NIH Formatting Requirements and DMPTool

Your NIH Data Management & Sharing (DMS) Plan must comply with all of [NIH's formatting requirements](#). Otherwise, the application is at risk of getting withdrawn. This includes font size, margins, and no URLs or hyperlinks are allowed.

If using [DMPTool](#), it is recommended you download to a Word document to ensure all formatting requirements are met, and edit as necessary, prior to converting to a PDF to upload into the application package. You should only include the **section headings**, not the full question text. See DMPTool screen shot below:

### Test DMP Plan

The screenshot shows the DMPTool interface with several sections and annotations:

- Format:** A dropdown menu is set to "pdf". A red callout box says: "Recommend downloading as a Word doc before converting to PDF".
- Download settings:** A box containing four checkboxes:
  - Optional plan components
  - project details coversheet
  - section headings
  - question text (will only display your answers)
  - unanswered questionsA red callout box points to this section: "Only 'section headings' should be checked. Do not include the question text, which contains hyperlinks."
- PDF formatting:** A section containing:
  - Font:** A dropdown menu is set to "Roboto, Arial, Sans-Serif". A red callout box points to this section: "If using Times New Roman, use 12 pt. You can use 11pt for Arial. See NIH's recommended fonts."
  - Size (pt):** A dropdown menu is set to "12".
  - Margin (mm):** A table with four columns: Top, Bottom, Left, and Right. Each column has a dropdown menu set to "13". A red callout box points to this section: "NIH requires a minimum of 1/2" for all margins. Use 13 mm to meet this requirement, or ensure requirement is met when editing in Word."

Should you have any questions about DMPTool, reach out to [data-management@columbia.edu](mailto:data-management@columbia.edu).

DMPTool training materials are available at <https://research.columbia.edu/dmptool>.