

Change Request
AR or HAI Data Management Plan
(OMB no. 0920-1301, expires 06/30/2023)

Date of Request: September 22, 2022
OMB approval is requested by: October 4, 2022

Summary

The Centers for Disease Control and Prevention (CDC) routinely collects, creates, stores, uses, and provides access to public health data. Public health and scientific advancement are best served when public health data are released to or shared with other public health agencies, academic institutions, and private researchers, as appropriate, in an open and timely way. CDC disseminates public health data it has collected and created, subject to limits imposed by law, resources, confidentiality, technology, and data quality. The agency is obligated to act transparently and inform relevant constituencies about how it collects public health data and the purpose for which the data are used. Before data are released or shared, all phases of data collection, editing, processing, analysis, transmission, and storage must be evaluated and corrected using tools such as data management plans.

We request the following:

OMB approval of the revised AR and HAI Data Management Plan template (DMP tool)- see **Attachment A**, AR and HAI Data Management Plan. Two additions are made- A) text boxes correlated with each question are added and B) instructions on how to use the DMP tool are added and the extraneous header is removed. For ease of tracking, the instructions are highlighted in blue font in attachment A. A few missing punctuation marks were added.

Background and Justification

Justification

OMB approval is requested by October 4, 2022. Approval by this date will support inclusion in the activities of a current NOFO distributing 13+ million dollars amongst 10 recipients. The projects are to begin on 9/30/2022 and will include data collection. The data management plan (DMP) document is a required component of the projects and will lead to improved implementation of and compliance with Data Access and Use Policy in the agency. It is imperative the recipients receive the approved template prior to data collection. The improved DMP document will allow CDC and to better respond to requests to access data from internal and external inquirers in an efficient manner.

Background

The goal of the overall proposed modification is to collect the most accurate and accurate information and better comply with the '[Policy on Public Health Research and Nonresearch Data Management and Access](#)'. The purpose of the policy is to

ensure that the Centers for Disease Control and Prevention (CDC) is in line with their mission and in compliance with applicable laws, regulations, directives, and guidelines, manage public health data and provide access to such data for public-use. This policy applies to public health research and nonresearch data collected or generated using federal funds. The goal of the policy is to ensure public access to federally funded public health data.

The proposed amended template will be included in future funding opportunities such as grants, cooperative agreements, and contracts as well as multi-year funding opportunities. It will be available for use by any CDC CIO. To comply with the terms of clearance for the currently approved tool, CDC is requesting approval for non-substantive changes to the AR and HAI Data Management Plan. The proposed edits will modify the template to better comply with CDC policies and improve the ability of CIOs and divisions to improve public and internal access to data generated by federal funds and scientists.

If approved, the proposed modified toll will be implemented in May for inclusion in current and future funding opportunities.

In summary, this request includes the addition of no new questions. The only additions are text boxes for content and instructions. There is no change in the estimated burden time to complete the template compared with the original version. Overall, these proposed changes will improve the quality of the template and add to our ability to collate, analyze, and make accessible data generated with federal funds.

The AR and HAI Data Management Plan template is provided as **Attachment A**.

Agency Points of Contact

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Requested OMB Approval Date and Rationale

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Estimated Timeline

10/4/2022	Target date for receipt of OMB approval
10/5/2022	Include revised DMP tool in current and upcoming contracts, grants, cooperative agreements etc.