

Research Project Data Management Plan Template

Table of Contents

1	Abstract	1
2	Administrative Details	1
3	Data Collection	1
4	Documentation and Metadata	2
5	Storage and Backup	2
6	How and where will your data be stored and backed up during your research project?	2
7	How will the research team and other collaborators access, modify and contribute data throughout the project?	2
8	Preservation	2
9	Sharing and Reuse	2
10	Responsibilities and Resources	2
11	What resources will you require to implement your data management plan? What do you estimate the overall cost for data management to be?	2
12	Ethics and Legal Compliance	2

1 Abstract

This document is the Research Data Management Plan for [Project title]. The project goal/objective is [one sentence].

The industry/community partner is [Partner(s)]. The project will [start and end date].

2 Administrative Details

2.1 Project Name:

2.2 Principal Investigators / Researchers (affiliations):

2.3 Description of the project:

3 Data Collection

3.1 What types of data will you collect, create, link to, acquire, and/or record?

3.2 What file formats will your data be collected in? Will these formats allow for data re-use, sharing and long-term access to the data?

3.3 What conventions and procedures will you use to structure, name, and version-control your files to help you and others better understand how your data are organized?

{All dates should follow ISO 8601 date format (YYYY-MM-DD HH:MM:SS.SSS) and study site names will follow the Canadian Geographical Names Data Base where applicable.

Document versions should be sequentially named (with file names ending in v1, v2 etc.).

File names should include the project name (in shortened form) and a brief description of the file's content.

For example:

KORE_E-REC INDUSTRY_JUNE22.DOCX
KORE_E-REC TECH R&D_JUNE22.DOCX
KORE_E-REC TECH R&D_JUNE22.PDF}

3.4 What data quality assurance and quality control methods will be used?

4 Documentation and Metadata

- 4.1 What documentation will be needed for the data to be read and interpreted correctly in the future?
- 4.2 How will you make sure that documentation is created or captured consistently throughout your project?
- 4.3 If you are using a metadata standard and/or tools to document and describe your data, please list here.

5 Storage and Backup

- 5.1 What are the anticipated storage requirements for your project in terms of storage space (in megabytes, gigabytes, cubic feet, etc.) and the length of time you will be storing it?

6 How and where will your data be stored and backed up during your research project?

{Consult with IT if necessary.}

7 How will the research team and other collaborators access, modify and contribute data throughout the project?

8 Preservation

- 8.1 Where will you deposit your data for long-term preservation and access at the end of your research project?
- 8.2 Indicate how you will ensure that your data is preservation ready. Consider preservation-friendly file formats ensuring file integrity, anonymization and de-identification, inclusion of supporting documentation.

9 Sharing and Reuse

- 9.1 What data will you be sharing and in what form? (e.g. raw, processed, analyzed, final)
- 9.2 Have you considered what type of end-user license to include with your data?
- 9.3 What steps will be taken to help the research community know that your data exists?

10 Responsibilities and Resources

- 10.1 Identify (name and title) who will be responsible for managing this project's data during and after the project and the major data management tasks for which they will be responsible.
- 10.2 How will responsibilities for managing data activities be handled if substantive changes happen in the personnel overseeing the project's data, including a change of Principal Investigator?

11 What resources will you require to implement your data management plan? What do you estimate the overall cost for data management to be?

12 Ethics and Legal Compliance

- 12.1 If your research project includes sensitive data, how will you ensure that it is securely managed and accessible only to approved members of the project?
- 12.2 How will you manage legal, ethical, and intellectual property issues?