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Data Management Plans (DMPs)

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Session Overview

- What is a data management plan (DMP)?

- High-level overview of DMP sections

- Introduction to the DMP Assistant

Note

- This session is not going to go into the full details of a DMP.

- The goal is to introduce the concept of a DMP at a high level, and throughout the workshop we will be addressing each question with concrete activities to contextualize the answers and decision-making process.

- By the end of the final session we will have completed a DMP.
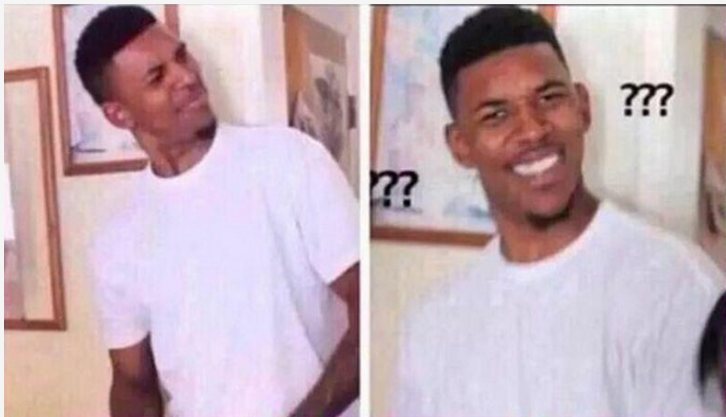
What is a DPM?

What is a DMP?

- A formal document that is completed **prior to beginning a research project**, that outlines how research data will be managed during and after a project's completion.

- Sections of questions to address various aspects of data management.

- Completed prior to beginning a project.

- Is a living document that can be updated throughout a project, as necessary.

Value of a DMP

- Help you identify services/tools/workflows/practices best suited to your work

- Save you time and headaches

- Enable the preservation and reuse of your data

- Promote transparency and reproducibility of research

DMP Assistant

- Canadian tool for preparing DMPs

- Step-by-step questions about data management divided by sections

- Built-in discipline- and institutionally-specific templates

- Features publicly shared DMPs as examples

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UVic DMP Template

UVic DMP Template Sections

- Data Collection
- Documentation and Metadata
- Storage and Backup
- Preservation
- Sharing and Reuse
- Indigenous Data Sovereignty
- Sensitive Data and Legal Compliance
- Responsibilities and Resources

Section 1: Data Collection

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

- What file formats will your data be collected and saved in?

- Does the data you will be working with contain sensitive information that requires data protection considerations?

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Section 1: Data Collection

- Describe how you will organize, name, and version-control your files to help you and others understand your data.

- Describe related tools and software needed to access, manipulate, and analyze the data.


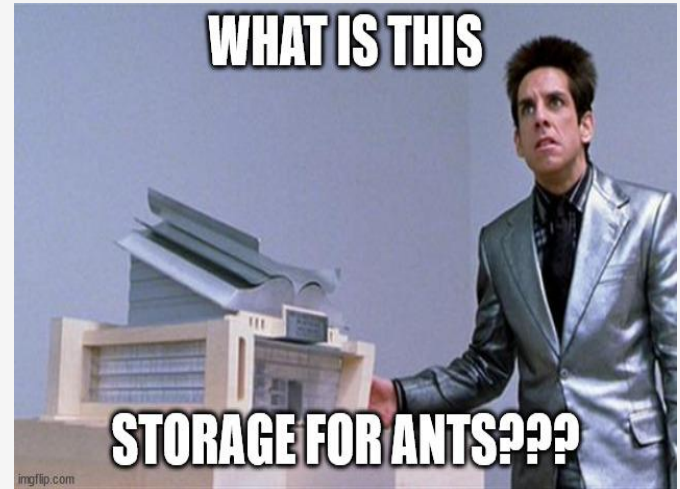
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Section 2: Documentation and Metadata

- What documentation will be created for the data to be read and interpreted correctly in the future?

- How will you make sure the documentation is created or captured consistently throughout your project?

- Do you plan to use a metadata standard and/or tools to document and describe your data? If so, please list here.

I'VE NEVER METADATA

I DIDN'T LIKE

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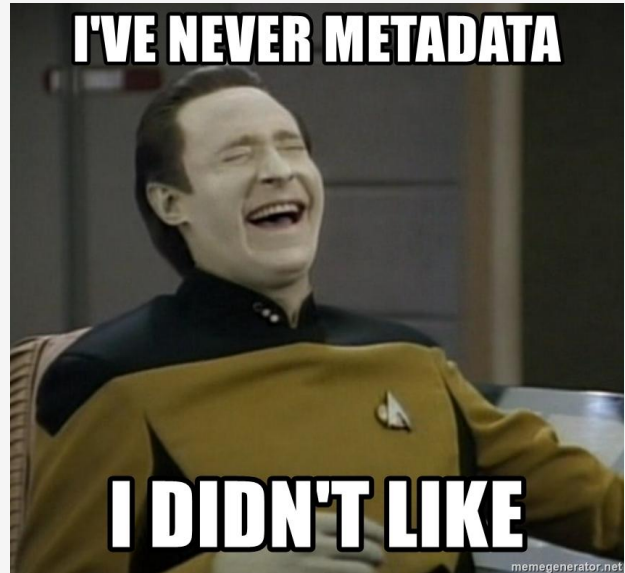
Section 3: Storage and Backup

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

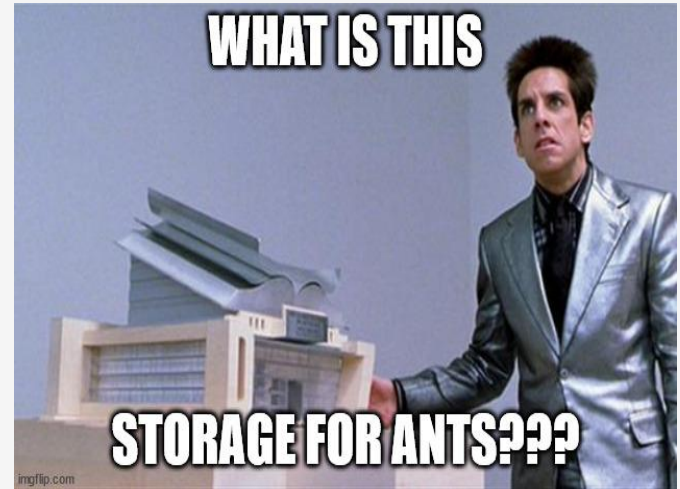- How and where will your data be stored and backed up during your research project?

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Section 3: Storage and Backup

- If applicable, where are hardcopy notebooks and physical samples going to be physically stored?

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

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Section 4: Preservation

- What data, if any, will be preserved for the long term after the completion of the project?

- Where will you deposit your data for long-term storage at the end of your research project?

- Indicate how you will ensure your data is preservation friendly.

Section 5: Sharing and Reuse

- What data will you be sharing and in what form? (e.g. raw, processed, analyzed, final).

- How will you be sharing your data? (e.g. institutional repository, a specialized data archive, informal/on-request sharing).

Section 6: Indigenous Data Sovereignty

- If you are working with data concerning First Nations, Inuit, or Métis or other Indigenous peoples or territories, describe in detail how this data management plan respects principles of Indigenous data sovereignty specific to the partners involved.

- Describe processes that have been implemented and that will be used in the future to ensure that partners from First Nations, Inuit, Métis nations or other Indigenous partners or groups consent to how their data is managed over the research lifecycle.

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Section 7: Sensitive Data and Legal Compliance

- 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? Describe factors affecting subsequent access, distribution, or reuse of data.

- Will your research data be analyzed, now or in the future, by other persons for purposes other than explained in this application?

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Section 7: Sensitive Data and Legal Compliance

- How will you obtain consent from the participants for future data analysis by other researchers? What strategies will you undertake to address secondary uses of sensitive data?

- How will you manage legal, ethical, and intellectual property issues? Include here a description concerning ownership, licensing, and intellectual property rights of the data. Any terms of reuse should be clearly stated, in line with the relevant legal and ethical requirements where applicable (e.g., subject consent, permissions, restrictions, etc.).

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Section 8: Responsibilities and Resources

- Identify 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.

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

WHEN YOU'RE RESPONSIBLE FOR EVERYTHING

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Questions?