**DATA MANAGEMENT PLAN TEMPLATE**

***INSTRUCTIONS TO RESEARCHER***

**This is a template that explains the key components of a data management plan (DMP).**

Although most of the guidance provided in this template is recommended rather than required, researchers are encouraged to provide as much detail as possible.

Strong data management practices are an accepted signifier of research excellence across disciplines, and a detailed and organized DMP is integral to these practices.

Instructions and guidance for content are provided *in blue, italicized, and underlined font.*

1. Prior to submission, delete everything in blue, italicized, and underlined font.
2. Spell out all acronyms at first use.
3. Include version number, date, ethics ID number in the footer
   1. Update version number and date each time the form is updated and submitted to the REB

***What Is a DMP?***   
*A DMP is a living document associated with a research project. DMPs guide researchers in articulating their plans for managing data and should typically be modified throughout the course of a research project to reflect changes in project design.*

*A DMP is integral to good research practices insofar as it allows for researchers to anticipate and identify opportunities and challenges in managing their data (whether ethical, methodological, financial or other), before those opportunities and challenges emerge. DMPs also help researchers to efficiently store, preserve, and secure their data. DMPs are therefore, an important tool to ensure research excellence.*

*Researchers should ensure that their DMPs reflect both the* [*Tri-Agency Research Data Management Policy*](https://science.gc.ca/site/science/en/interagency-research-funding/policies-and-guidelines/research-data-management/tri-agency-research-data-management-policy) *and* [*Island Health’s Research Data Management Strategy*](https://www.islandhealth.ca/sites/default/files/research/documents/island-health-rdm-strategy-jan-2023.pdf)*.*

**DATA MANAGEMENT PLAN**

Research Study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Principal Investigator (PI): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Ethics ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date Last Updated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Version Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Data Type and Collection**

Include a general summary of the data and materials collected and created.   
*You might respond to the following:*

* A description of data to be collected *e.g. experimental, observational, raw or derived, physical collections, models, images.*
* What file formats will the data be in? *e.g. pdf, jpeg, word.*
* Are these files in open formats that will allow sharing and reuse of your data?
* How this data will be collected *e.g. interviews, surveys, focus groups, observations.*
* How data will be processed *e.g. software used, algorithms, workflows, protocols.*
* How much data will be generated *e.g. 300 paper surveys, 40 GB.*

**Data Documentation**

Explain how the data will be documented and formatted.

*Note that all research data should be accompanied by metadata (information that describes the data according to community best practices).*

**How and Where Will Your Data Be Stored and Backed Up During Your Research Project? (Active Storage)**

Explain how and where you will store your data during the course of your research project.   
*E.g. For the duration of this project, the data will be stored in a locked file cabinet located at my institution, the University of Victoria. A copy of the data will also be saved to OneDrive Microsoft, an institutional drive on my personal computer. The server for this drive is located in the United States.* *This data is encrypted and password protected.*

**Data Preservation, Backup, & Security**

Describe how the data will be backed up.   
*You might consider responding to the following questions:*

* What data will be preserved for the long-term?
* For what duration of time will the data be preserved?
* Where will it be preserved   
  *i.e., repository where scientific data and metadata will be archived.*
* Where are the servers located where the data will be stored?   
  *Clarify who will have access to these servers and whether this will impact the ability to guarantee privacy and confidentiality.*
* What procedures does your intended long-term data storage facility have in place for preservation and backup?
* How will the data be recovered in the event of an accident?

**Data Sharing and Reuse**

The [*Tri-Agency Research Data Management Policy*](https://science.gc.ca/site/science/en/interagency-research-funding/policies-and-guidelines/research-data-management/tri-agency-research-data-management-policy) outlines *that researchers must provide appropriate access to the data in accordance with the* [*FAIR principles.*](https://science.gc.ca/site/science/en/interagency-research-funding/policies-and-guidelines/research-data-management/tri-agency-research-data-management-policy-frequently-asked-questions#4m) [*https://science.gc.ca/site/science/en/interagency-research-funding/policies-and-guidelines/research-data-management/tri-agency-research-data-management-policy-frequently-asked-questions*](https://science.gc.ca/site/science/en/interagency-research-funding/policies-and-guidelines/research-data-management/tri-agency-research-data-management-policy-frequently-asked-questions#4m)

*If researchers cannot share their data (e.g. for copyright reasons, data is sensitive, data is conducted by and with an Indigenous community and is considered sacred knowledge), then researchers* ***must*** *outline why appropriate access to the data is not possible. Consult the* [*CARE*](https://www.gida-global.org/care) *principles for Indigenous data governance when applicable.*

**In accordance with the FAIR principles, describe how your data will be shared and reused**.   
*You might consider responding to the following questions:*

* Who will be allowed to use your data?
* How they will be allowed to use it?
* Who will be allowed to disseminate your data?
* How will potential users find out about your data?
* When will you make the data available?
* How will you make the data available?  
   *Include resources needed to make the data available: e.g. equipment, systems, expertise*
* Will you be using persistent identifiers *e.g. DOI* for your datasets?
* What is the process for gaining access to the data? *e.g. by request, open-access repository.*
* Will access be chargeable?
* Will a data sharing agreement or similar be required to share the dataset?
* Will any permission restrictions need to be placed on the data? If you will restrict access to certain users explain why.
* Are you going to attach any licenses to the dataset?

**Data Depository** *Researchers are required to deposit into a digital repository all digital research data, metadata and code that directly support the research conclusions in journal publications and pre-prints that arise from Tri-agency-supported research.* [*Please see official policy for more details.*](https://science.gc.ca/site/science/en/interagency-research-funding/policies-and-guidelines/open-access/tri-agency-open-access-policy-publications-2015)

* Please state the name of your chosen depository, why you have chosen it, and how that depository ensures safe storage, preservation and curation of that data.   
  *If applicable, add the weblink to the depository or a contact.*
* There may be mitigating circumstances that act as an exception to the data deposit requirement. If this is the case, please explain how mitigating circumstances prevent you from depositing your data into a depository.   
  *For example, for research conducted by Indigenous communities and organizations, these communities and organizations will guide and ultimately determine how the data are collected, used and preserved, and have the right to repatriate the data.*

**Ethical and Legal Compliance**

Outline any ethical or legal considerations for the data. Explain how the project will comply with laws and ethical guidelines that apply to the data.   
*For projects working with remote and/or international communities, outline the policies involved in crossing international borders with data on devices.*

**Intellectual Property (IP) Considerations**

Please indicate who holds the IP to the research data.   
*If there are multiple holders, indicate which data is held by whom*. *If your research is regulated by the Food and Drug Administration (FDA) or is industry-sponsored, IP usually stays with the sponsor or has been determined in advance by a committee.*

**Who Will Manage the Data?**

Outline each research team members role in managing the data. *This includes who is responsible for maintenance of the project’s data depository, succession planning, and roles and responsibilities of other team members, where appropriate. For example, “The Principal Investigator (PI) will choose the depository in which the data will be preserved and ensure that this depository will provide the safe storage, preservation and curation of that data.”*

*If you have questions please email ResearchEthics@islandhealth.ca*