



Data Management Plan (DMP) – Ultimate Recipients Template

This DMP template is included to guide Ultimate Recipients (URs) in the production of their individual data management plans. This template is not intended to be fully exhaustive of all factors that URs may need to consider for a particular project, nor are all of the sections directly relevant to each project.

However, at a minimum, all projects should consider all the sections described in this template to determine if each section is applicable to their project. The Ultimate Recipient is responsible for documenting all relevant and applicable items and providing this information as a part of receiving funding from the NCC.

The elements of a Data Management Plan should consider each of the items in the attached template and this is intended to support you in producing an appropriate DMP.

Online resources are available to assist in producing DMPs for various sectors and for projects with different focuses. These links are provided to assist URs in identifying possible alternatives to data management plans, some of which are sector specific:

- DMP Assistant: <https://assistant.portagenetwork.ca>
- Digital Research Alliance of Canada: <https://alliancecan.ca/en/services/research-data-management>

Template Follows on Next Page

Project Overview

- Provide a brief description of project, the focus, and purpose
- Identify nature of data generally (i.e., health care, research, proprietary, etc.)

Data Collection

- Describe how data is collected, including where and in what format (i.e., a description of data types)
- Estimate the amount of data collected of each identified type
- Describe software or platforms used to collect data
- Explain how data will be stored and transferred
- Describe data organization including how naming and versioning will be managed
- Identify data owners including any data collected and/or derived as a result of project activities

Documentation and Metadata

- Describe how data could be used by others
- Document how consistency will be ensured throughout the data collection process
- Identify the metadata standard to be employed relevant to your project and/or identify the data repository selected or the rationale for creating your own
- Describe how ownership of data will be link to data throughout its lifecycle

Storage and Backup

- Confirmation that any data collected or generated will be hosted on servers exclusively located in Canada – including all operational and backup data
- Estimate storage space needed during the active phases of your research including versioning, backups, and data growth
- Describe your backup processes and verification processes to test procedures if recovery is necessary
- Identify your planned data backup schedule and automated processes if appropriate

- Describe how researchers will be able to access, modify, contribute, and work the data

Retention plan

- Confirmation that any retained data, no matter the length of time that it will be held, will be hosted on servers located in Canada – including all operational and backup data
- Best practice requires that data is retained for only as long as the original purpose of its collection is valid
- Describe your data retention plan including when data will be deleted
- Personal data should only be retained as long as consent is granted and must be removed if removed – describe how this will be accommodated in your processes
- Retained data may need to be altered either to conserve space or protect anonymity – describe long-term storage formats and how they may be accessed when required later

Privacy

- Describe how any data following under a regulatory requirement will be protected to ensure use is appropriate with privacy laws
- Describe how access by researchers and other third parties will be managed to ensure only those who should access are permitted to do so for each relevant type of data identified

Sharing and Reuse

- Identify the appropriate sharing of data including any funding, ethical and/or confidential requirements
- Explain if the data is to be shared on public repositories (e.g., Creative Commons) and how the data may be modified to facilitate such access
- If applicable, describe how the project will ensure file integrity, anonymization, and mitigation of de-identification risks
- Describe how data accesses and use will be tracked to ensure traceability

Responsibilities and Resources

- Identify stewardship roles and responsibilities of project members other participating organizations during and after the project – this should consider the full lifecycle of any data
- Estimate and describe resources and costs for data management including long-term access requirements

Ethics and Legal/Regulatory Compliance

- Identify any legal, ethical, and intellectual property issues associated with managing and sharing data
- Describe how the project will comply with applicable privacy legislation and legal requirements including funding and institutional requirements
- Describe how data will be securely managed after the project with particular focus on sensitive data in accordance with any ethical obligations