**Research Data Management Plan**

**Université de Sherbrooke Template**

**Name of project:** Click or tap here to enter text.

**Name of research project manager:** Click or tap here to enter text.

**Funded by:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.

**Version:** Click or tap here to enter text.

# **1. Your Data**

## 1.1 Data types and formats

## During collection and analysis, what types of data do you plan to gather, record, use, create, generate, or acquire for your overall project? What file format(s) will be used for each data type? Will these formats allow the data to be reused, shared, and accessible in the long term?

Click or tap here to enter text.

## 1.2 File naming conventions

## What conventions and procedures will you use to structure, name, and manage the various versions of your files to make it easier for you and others to understand how your data are organized?

Click or tap here to enter text.

# **2. Documentation and Metadata**

## 2.1 Reference documentation

## What documents will be required to ensure that the data can be read and interpreted correctly in the future? Which documents will include the relevant information for all stages of the research project?

Click or tap here to enter text.

## 2.2 Updating documentation

## How will you ensure that documentation is created or updated consistently throughout your project?

Click or tap here to enter text.

## 2.3 Metadata file

## If you use a metadata standard or data description tools, please list them below.

Click or tap here to enter text.

# **3. Storage and Backup**

## 3.1 Storage space

## What are your expected storage requirements in terms of space (in megabytes, gigabytes, terabytes, etc.) and duration for the active phases of your project?

Click or tap here to enter text.

## 3.2 Storage and backup method

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

Click or tap here to enter text.

## 3.3 Accessing data during your project

## How will the research team and other partners access and modify the data or make additions to them throughout the project?

Click or tap here to enter text.

# **4. Data Preservation**

## 4.1 Data preservation locations

## Where will your data be stored for long-term preservation and access after your research project is completed?

Click or tap here to enter text.

## 4.2 Preparing data for preservation

## Specify how you will ensure that your data are ready for preservation. Things to consider: file formats suitable for preservation and that maintain data integrity; data anonymization and de-identification, including for documentation files.

Click or tap here to enter text.

# **5. Sharing and Reusing Data**

## 5.1 Data selection and sharing method

## What data will you share, and in what form? Do your funding partners or publishers require you to share your data? Will you require an embargo (a time limit before your data or metadata can be shared)? How will you ensure that your survey and interview data remain anonymous?

Click or tap here to enter text.

## 5.2 User licence

## Under what type of licence would you like to allow the use of your shared data?

Click or tap here to enter text.

## 5.3 Dissemination of shared data

## What will you do to make your data known to other researchers?

Click or tap here to enter text.

# **6. Responsibilities and Resources**

6.1 Person in charge of RDM

Who will be responsible for the RDM tasks identified in the previous sections?

Click or tap here to enter text.

## 6.2 Cost estimate

## What resources do you need to implement your data management plan? What is the likely cost, including expenses to be incurred after the project is completed?

Click or tap here to enter text.

# **7. Ethical, Legal and Partnership Standards**

## 7.1 Management of ethical and partnership requirements

## How will you ensure that your data are managed in compliance with the ethical, legal and partnership requirements for your project?

Click or tap here to enter text.

## 7.2 Management of sensitive data

## Will your research project include sensitive data? If so, describe how you will handle these data.

Click or tap here to enter text.

See the [**Guide de rédaction du PGD de l’UdeS**](https://www.usherbrooke.ca/biblio/fileadmin/sites/biblio/documents/doc-word/GDR/guide_redaction_PGD.pdf) (French only) for further details and examples.

If you have any questions, you can contact our RDM team at [gdr@usherbrooke.ca](mailto:gdr@usherbrooke.ca).