

University of Windsor: University of Windsor Application Stage Data Management Plan (Adapted from the Digital Research Alliance of Canada) - Ethical, Legal and Commercial Considerations

Ethical, Legal and Commercial Considerations

What considerations will you undertake with respect to ethical, legal, or commercial issues?

Guidance:

Describe any ethical, legal, or commercial considerations that apply to your project and data. This includes research involving human participants, legal and commercial considerations/agreements, partnerships or data with a high level of risk associated with it.

Depending on the nature of your research, multiple units at the University of Windsor may play a role in supporting compliance and responsible data handling. If needed, contact key areas at the University of Windsor for guidance and to find out what resources and supports are available:

- Researchers should consult the Office of Research and Integrity Services (ORIS) regarding contractual obligations, data ownership, intellectual property, and any legal or commercial considerations associated with funded research.
- Researchers should consult the Office of Innovation, Partnerships and Entrepreneurship (OIPE) regarding risk mitigation strategies and federal/provincial research security forms associated with data management planning.
- If conducted at or under the auspices of the University of Windsor, research involving human participants requires review and approval by the UWin Research Ethics Board (REB) before the study can move forward.

The Leddy Library's Research Data Services can provide consultative support for how to manage sensitive data across the research data lifecycle and what constitutes sensitive data.

University of Windsor: University of Windsor Application Stage Data Management Plan (Adapted from the Digital Research Alliance of Canada) - Data Collection

Data Collection

What data will you collect or otherwise bring into your project under this plan?

Guidance:

Research data refers to any information that is collected, observed, generated, or acquired to validate your research findings.

Notable examples of research data may include data files, questionnaires, transcripts, samples, physical collections, software, models, algorithms, lab notebook, codebooks, methodologies, workflows, and other materials to be produced during the project.

When describing your data be sure to:

- Describe the data types (e.g., image data, textual data, numerical data, audiovisual, etc.)
- Briefly explain how the data will be collected or generated - if already existing data will be acquired, describe the source of the data (e.g., citations, URL, persistent identifiers linked to the data, acquisition requests) and specify what data will be used.
- Indicate if your data is, or may possibly be, considered as sensitive (e.g., health, administrative and/or clinical records, participant interviews, advancing sensitive technology research areas, etc.).
- Indicate any partner organizations you may be collaborating with on/during your data collection.
- Indicate if your data involves Indigenous communities and/or knowledges and information.
- Describe if your data are in proprietary vs. non-proprietary formats.
- Where possible, specify approximate data volume (e.g. GB or TB), considering multiple versions of data needed (e.g., raw, master, analytic). This will additionally help when considering data storage and compute needs for the project.

University of Windsor: University of Windsor Application Stage Data Management Plan (Adapted from the Digital Research Alliance of Canada) - Data Documentation and Metadata

Data Documentation and Metadata

How will you document data for future re-use or validation?

Guidance:

In this section, you will document your data to ensure they are easily read and interpreted correctly throughout the research process. If applicable, specify any data and/or metadata standards that are being used to support your research project. If no discipline-specific metadata standard applies, describe your rationale and any local schema you will use.

As needed, review Leddy Library's Research Data Services Metadata & Organizing Data website for assistance when considering your project's metadata needs, including identifying if there are existing metadata standards that can be used.

University of Windsor: University of Windsor Application Stage Data Management Plan (Adapted from the Digital Research Alliance of Canada) - Data Storage and Backup

Data Storage and Security

How will data be actively stored, accessed, and worked with?

Guidance:

University of Windsor researchers should consult Information Technology Services (ITS) regarding approved options for secure data storage, backup, and access control, particularly when working with sensitive, confidential, and/or identifiable data. Storage and computing solutions must comply with institutional policies and any conditions set by the Research Ethics Board or funders. Leddy Library's Research Data Services also provides information on active research data storage options.

If you are working with sensitive data, you will need secure storage. Contact the University of Windsor's IT services to discuss options. If you are working with data from human participants, whether gathered prospectively or retrospectively, you will need to follow the approved protocol from the University of Windsor's Research Ethics Board.

University of Windsor: University of Windsor Application Stage Data Management Plan (Adapted from the Digital Research Alliance of Canada) - Data Preservation, Sharing, and Reuse

Data Preservation, Sharing and Reuse

How will data be managed, discoverable, and accessible for the long term?

Guidance:

Describe plans for long-term management of your data after the active phases of your research have concluded, including data deposit and sharing.

Consider and describe as applicable plans for:

- All versions of data deposited (raw, master, analytic, published)
- All activities (e.g., curation, preservation, ethical compliance, publishing etc.)
- All software and platforms (e.g., data repositories)

Refer to the Archiving Data webpage of Leddy Library's Research Data Services when considering your project's long-term preservation and data deposit needs, including assistance with data curation, documentation, and repository deposit.

Two free-to-use generalist (not discipline specific) data repositories hosted by the Digital Research Alliance of Canada are:

- Borealis, the Canadian Dataverse Repository; and
- The Federated Research Data Repository (FRDR): a national repository service and data discovery platform that can additionally support very large data deposits.