The Research Data Management Strategy outlines the approach the University of Guelph will take to ensure that research data at the University of Guelph will be managed throughout the research lifecycle using appropriate data stewardship best practices. The objectives of the strategy are to:

- serve the tri-agency policy on responsible conduct of research
- encourage research transparency
- encourage appropriate access to research results
- facilitate compliance with legal, ethical, commercial and funding requirements
- enable replication of research results
- contribute to the quality and impact of research
- accelerate scientific enquiry
- prepare the University for the eventual tri-agency policy on research data management

The draft strategy outlined here consists of four components:

1. To adopt a statement of principles and guidelines in research data management practices
2. To raise awareness in the research community of best practices in research data management
3. To outline how the University will provide its research community with an environment that enables and supports world-class research data management practices
4. To develop a roadmap to help build capacity for research data management

Definition of Research Data

For the purposes of this strategy, “Research Data” is defined as: “Data that are used as primary sources to support technical or scientific enquiry, research, scholarship, or artistic activity, and that are used as evidence in the research process and/or are commonly accepted in the research community as necessary to validate research findings and results. All other digital and non-digital content have the potential of becoming research data. Research data may be experimental data, observational data,
1. STATEMENT OF PRINCIPLES

The strategy outlines the principles that apply to both researchers at the University and those that apply to the University as an institution.

The University is committed to research excellence. An overarching principle is that research data will be managed to the highest standards throughout the research data lifecycle as part of the University’s commitment to research excellence.

The University of Guelph and its faculty, staff and students are responsible for adhering to the research policies and requirements of major funding agencies as well as other legal and ethical requirements. As such, the university bases this statement of principles on the criteria outlined in the Tri-Agency Statement of Principles on Digital Data Management and the Tri-Agency Draft Policy on Research Data Management.

Responsibilities of Researchers

A. Data Management Plans

The University encourages all researchers to develop Research Data Management plans (RDMs) for all research projects or programmes, regardless of funding agency. RDMs should outline procedures and protocols that explicitly address data collection/capture, management, security, integrity, confidentiality, retention, deposit, sharing and publication. Plans should be updated as necessary during any stage of the data lifecycle. Researchers are encouraged to take advantage of the Library’s Research Data Management services for assistance in creating RDMs.

B. Data Deposit

The University encourages all researchers to deposit into a recognized repository all digital research data, metadata and code that directly support the research conclusions in journal publications, pre-prints, and other research outputs. Researchers are
encouraged to take advantage of the University’s data repository. Researchers are encouraged to provide public access to the data deposited where ethical, legal, and commercial requirements allow. Additional considerations follow:

1. For any data created as part of research at the University that will be retained in a repository other than the UG repository, for example in an international data service or domain repository, that repository and data should be described in the data management plan including an outline of accountability.

2. At the appropriate stage, research data that support/substantiate a research output should be preserved in a publicly accessible, secure platform or repository for sharing and reuse, subject to legal, ethical and commercial requirements and/or limitations; with consideration of intellectual property rights; and under appropriate safeguards. Data that support/substantiate research findings and results should be deposited by the publication date.

3. All research data should be accompanied by appropriate documentation (metadata) to facilitate discovery and reuse.

4. Exclusive rights to reuse or publish research data should not be transferred to commercial publishers or agents without retaining the rights to make the data openly available for re-use, unless this is a condition of funding.

5. It is recognized that there will be instances where research data would not be shared nor retained due to legal, ethical or commercial requirements. These reasons for restriction must/should be documented within the data management plan.

Responsibilities of the University

A. Data Management Plans

The University will provide training, support, advice and, where appropriate, guidelines and templates for research data management and research data management plans. Current support available is outlined at the Library’s Research Data Management website.

B. Data Deposit

The University will provide mechanisms and services for storage, backup, registration, deposit and retention of research data assets in support of current and future access,
during and after completion of research projects.

2. Communication Strategy/Raising Awareness

The University will promote the importance of research data management to its researchers. It will do this by email and web-based notices, by visits to Colleges, and by identifying a number of researcher ambassadors who will assist in promoting the value of research data management to colleagues. The ambassadors will be among those with whom the University will first assist with RDMs: researchers who are applying to a granting agency that requires a Research Data Management Plan as part of the application process.

3. Support Resources Available and in Development

The University will provide supports for researchers and a will work to create an environment that promotes and facilitates research data management. It will do this by providing consultation services for developing Research Data Management plans and for data deposit. In addition, CCS will continue to make encryption software available to the campus community and continue to maintain its guidelines on information security classification.

4. Roadmap

The University will monitor and continue to develop and modify its strategy on Research Data Management as needed, with a view towards developing it into a policy on Research Data Management.

This draft strategy is a joint effort of the Library, the Office of Research Services, Computing and Communication Services, and Faculty representatives. The membership of the ad hoc committee responsible for drafting this strategy is:

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