Brief Guide

DATA MANAGEMENT PLANS

This brief guide provides basic information about data management plans (DMPs). More resources for DMPs can be found on the Portage website, including a Brief Guide for creating an effective DMP.

WHAT IS A DATA MANAGEMENT PLAN (DMP)?

A DMP is a formal document that details the strategies and tools you will implement to effectively manage your data both *during* your research project and *after* its completion.

WHY CREATE A DMP?

Efficiency - identify both strategies and potential challenges in advance; develop sound data practices for your research team; prepare data for effective use during your project.

Research Quality - ensure reliability and accuracy of data through careful documentation of your data collection, handling and stewardship practices.

Reusability and Impact - Improve discoverability, accessibility, and reusability of your data by planning for sharing in a repository; increase the potential impact of your research!

Compliance - Satisfy DMP requirements that may be set forth by specific granting agencies or even your own institution.

COMPONENTS OF A DMP

- *Data collection:* data types, file formats, naming and version control
- *Documentation:* ensure data can be read and interpreted
- *Data storage and backup throughout the research*
- *Data preservation strategy for long-term access*
- *Provisions for sharing and reuse*
- *Data management responsibilities and resources*
- *Ethical and legal compliance*

HOW DO I CREATE MY OWN DMP?

The Portage *DMP Assistant* is a freely available, web-based bilingual tool for preparing DMPs. Key features include:

- Designed for Canadian researchers
- Provides guidance and examples
- Allows you to share, revise, and export your DMP

Access the DMP Assistant at https://assistant.portagenetwork.ca