UNIVERSITY of GUELPH

OFFICE of RESEARCH

AGRI-FOOD PARTNERSHIP

Data Management Plans

Ontario Agri-Food Innovation Alliance

March 2024

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OVERVIEW

As Canada's food university, the University of Guelph (U of G) is committed to fostering sound data management practices to facilitate new agri-food and rural research. The University is committed to research excellence, which includes managing data to the highest standards throughout the research data lifecycle.

Data Management Plans (DMPs) summarize how data generated over the course of a research project will be stored, shared and maintained. DMPs help improve the effectiveness, efficiency, and organization of a research project as well as help ensure data is ready for preservation at the end of a project.

To learn more about the U of G's commitment to fostering sound research data practices, and to read the University's institutional data strategy, visit the University of Guelph Office of Research webpage.

COMPLETING YOUR DMP

Process

1. Use the Digital Research Alliance of Canada (DRAC) DMP Assistant online tool to create your DMP.
2. Send your DMP to the U of G Library (lib.research@uoguelph.ca) for feedback. Once finalized, the Library will email a copy to the funding sponsor.

HOW TO CREATE YOUR DMP

Step 1: Create an account with the DMP Assistant online tool

1. Select "University of Guelph" under "Organization" menu.
2. Create a new password.
3. Accept the terms and conditions.
4. You will receive a confirmation email.
5. Your ORCID iD number can be added in the "Edit Profile" section.

Step 2: Create a plan using a University of Guelph DMP template

1. Once signed in, select the "Create plans" tab.

To access the University of Guelph DMP templates:

1. Select "University of Guelph" as the primary research organization.
2. Select the "Ontario Agri-Food Innovation Alliance Template (2024-2025)" in the second drop-down menu.

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3. Click "Create Plan."

Step 3: Complete your DMP

1. Fill in project details and click "Save."
2. Review information in the "Plan overview" tab.
3. Click "Write plan" to begin your DMP.
4. Provide responses to all questions in the template.

Important notes for completing "Project Details" in Step 3:

- Enter "Project title" as it is written in your application.
- In "Funder" field, list "Ontario Agri-Food Innovation Alliance"
- In the "Grant number" field, enter your "Submission Number" (e.g. UG-T1-2024-100000). DO NOT enter your Account Number/FRS Number.
- The "Identifier" field is not applicable and does not need to be filled out. It will auto-populate and can be ignored.

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Step 4: Download your DMP as a PDF

1. Select the "Download" tab.
2. Select all boxes under "Optional Plan Components." Note: It is important that you download the "project details coversheet."
3. Request to download your DMP as a PDF.

HOW TO SUBMIT YOUR DMP

Ontario Agri-Food Innovation Alliance projects

DMPs are a condition of award for Alliance-funded projects. DMPs must be reviewed and endorsed by the Library; the U of G Library will submit the endorsed DMP to the Office if Research, Agri-Food Partnership on your behalf.

As DMPs are a condition of award, we recommend you complete your draft DMP as soon as possible. Send the PDF of your draft DMP (including the project details coversheet) to the U of G Library (lib.research@uoguelph.ca) for feedback. A research and scholarship librarian will provide feedback within a week of receiving your plan. We recommend submitting your DMP promptly to allow yourself time to address any recommendations arising from the library's review.

You can make any changes to your DMP using the DRAC DMP Assistant and export an updated PDF for final submission to the library. Once the Library endorses your DMP, they will e-mail your DMP to the Alliance (rescoord@uoguelph.ca) and will copy you.

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