



OFFICE of RESEARCH

AGRI-FOOD PARTNERSHIP

Data Management Plans

Ontario Agri-Food Innovation Alliance

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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.

[Sign in](#)
[Create account](#)

*** First Name**

*** Last Name**

*** Email**

*** Organization**

*** Password**

Show password

I accept the [terms and conditions](#)

Security check
 I'm not a robot
 

[Create account](#)

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

1. Once signed in, select the “Create plans” tab.

Create a new plan
 Before you get started, we need some information about your research project to set you up with the best DMP template for your needs.

*** What research project are you planning?**

 mock project for testing, practice, or educational purposes

*** Indicate the primary research organization**
Organization

- or -
 No research organization associated with this plan or my research organization is not listed

Which DMP template would you like to use?

We found multiple DMP templates corresponding to your primary research organization

[Create plan](#)
[Cancel](#)

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.

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.

The screenshot shows a web form titled "Project Details" with a navigation bar containing "Contributors", "Plan overview", "Write Plan", "Research Outputs", "Share", and "Download". The form is divided into several sections:

- Project title:** A text input field with the placeholder "Enter project title as it is written in your application". Below it is a checkbox labeled "mock project for testing, practice, or educational purposes".
- Project abstract:** A rich text editor with a toolbar containing bold (B), italic (I), bulleted list, numbered list, link, and table icons.
- Research domain:** A dropdown menu with the placeholder "- Please select one -".
- Project Start/End:** Two date input fields with the placeholder "mm/dd/yyyy" and calendar icons.
- Identifier:** A text input field with the placeholder "Auto-populated". Below it is a checkbox labeled "Research outputs may have ethical concerns".
- Funder:** A text input field with the placeholder "Ontario Agri-Food Innovation Alliance".
- Funding status:** A dropdown menu with the placeholder "Funded".
- Grant number/url:** A text input field with the placeholder "Enter your 'Submission Number' (e.g. UG-T1-2024-100000)".

At the bottom left of the form is a "Save" button. On the right side, there is a section titled "Select Guidance" with the text "There is no additional guidance for this template."

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.

The screenshot shows a web interface for downloading a DMP as a PDF. At the top, there is a navigation bar with tabs: Project Details, Contributors, Plan overview, Write Plan, Research Outputs, Share, and Download. The 'Download' tab is active. Below the navigation bar, the 'Format' section has a dropdown menu set to 'pdf'. The 'Download settings' section includes 'Optional Plan Components' with three checked checkboxes: 'project details coversheet', 'question text and section headings', and 'unanswered questions'. The 'PDF formatting' section has a 'Font' section with a dropdown set to 'Roboto, Arial, Sans-Serif' and a 'Margin (mm)' section with dropdowns for 'Top' (25), 'Bottom' (20), 'Left' (12), and 'Right' (12). A 'Download Plan' button is located at the bottom left of the settings area.

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 of 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.