

# Summer Research Data Management (RDM) Program:

Learning RDM Best Practices and Building a Data Management Plan

## TIMEFRAME

May – June 2024

## PROGRAM OVERVIEW

[Imminent policy](#) from the Tri-Agency will require grant applications to include a data management plan (DMP) for their research, scholarship, and/or artistic work (RSAW). A data management plan is a formal document describing how research data (or primary sources) will be managed and documented throughout a research project, as well as the subsequent deposit of the data in a data repository for long-term management and preservation [[CASRAI](#)].

The University Library, the Office of the Vice President Research (OVPR), and the Summer Undergraduate Research Experience (SURE) have partnered to offer a RDM training program for students, research staff, and their supervisors. The Summer RDM Program presents a unique opportunity to upskill students and staff to adopt RDM best practices into their work as well as comply with the new Tri-Agency policy. This program will also benefit supervisors by familiarizing them with Tri-Agency RDM policy which may apply to their future grant applications. Completing this program would count towards a student's hours as part of the SURE program. Staff who complete this program will receive a certificate of completion that can be added to their CVs.

**By participating in this program, faculty supervisors commit to requiring students and/or staff to participate in the activities described below.** Throughout the program, supervisors, staff, and students who participate will be supported by Kevin Read, Research Data Management Librarian. Kevin is responsible for administering the program to ensure each student and staff member is successful.

## PROGRAM COMPONENTS

### 1) RDM Training

Students who participate in the program will attend two separate educational sessions (online/in person pending) to learn about and apply RDM best practices. Faculty supervisors are invited and encouraged to attend both educational sessions (not required).

#### How to Manage your Research Data (Week of May 13th)

- Length: 1.5 hours
- Format: Lecture and activities
- Learning outcomes:
  - Define research data management
  - Assess current research data management habits
  - Describe the Tri-Agency research data management policy
  - Outline the components of a data management plan
  - Install and use the DMP Assistant software program
- **Takeaway activity:** Students use the [DMP Assistant](#) template to consult with their supervisors about current data management practices in their research group

## How to Create a Data Management Plan: A Workshop (Week of May 20th)

- Length: 2 hours
- Format: Hands-on workshop
- Topics covered:
  - Building a data management plan using the [DMP Assistant](#) tool
  - Hands on time developing each phase of a data management plan

## 2) Development and submission of DMP to supervisor and librarian (June 6)

After taking the introductory session, consulting with their supervisor, and participating in the workshop, students will finalize their data management plan and submit it to their supervisor and the librarian for review and feedback.

## PROGRAM TIME COMMITMENT

Stakeholder	Task	Time commitment
<b>Student/Staff</b>	Attend introductory RDM training session	1.5 hours
	Attend data management plan workshop	2 hours
	Complete data management plan	3 hours
	Participate in feedback opportunity (optional)	1 hour
	<b>Total (required):</b>	<b>6.5 hours</b>
<b>Supervisor</b>	Attend introductory RDM training session (optional)	1.5 hours
	Attend data management plan workshop (optional)	2 hours
	Answer student's questions related to building their data management plan	2 hours
	Participate in feedback opportunity (optional)	1 hour
	<b>Total (required):</b>	<b>2 hours</b>

## RDM PROGRAM CONTACTS

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