

RE10 Research Data Management

Classification:	Research
Responsible Authority:	Director, Applied Research
Executive Sponsor:	Senior Vice President, Academic
Approval Authority:	Algonquin College Executive Team
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PURPOSE

To establish the principles and guidelines for the responsible management of research data and data stewardship practices at Algonquin College, in accordance with the Tri-Agency Research Data Management Policy.

SCOPE

This policy applies to all Algonquin College researchers and external partners, including faculty, students, and staff, who are involved in Tri-Agency funded research, regardless of academic discipline, program or project specifics.

DEFINITIONS

Word/Term	Definition
Data	Data are facts, observations, measurements, records, designs, images, audio recordings or any other information collected by researchers, with a minimum of contextual interpretation. Typically, data exist in digital format, but could also be presented in analog, symbolic, graphical (drawings, sketches), procedural or workflows form.
Data Management Plan	A Data Management Plan is a living document associated with an individual project, which consists of practical goals and processes pertaining to Research Data Management within this project's context.
Indigenous Research	Indigenous Research is research in any field or discipline that is conducted by, grounded in or engaged with First Nations, Inuit, Métis or other Indigenous nations, communities, societies or individuals, and their wisdom, cultures, experiences or knowledge systems, as expressed in their dynamic forms, past and present.

Research Data	Data that is used as evidence that determines the conclusions of a research inquiry.
Research Data Management	Research Data Management is the processes applied through the lifecycle of a research project to guide the collection, documentation, storage, sharing and preservation of research data.
Research Data Management Advisory Committee	Research Data Management Advisory Committee has the mandate to oversee and advise on research data management practices at the College.
Research Data Management Platform	A Research Data Management Platform is a specialized research data repository software that includes convenient search options, built-in mechanisms for data citation and attribution of credit, robust permissions / access options and strong sharing and linking capabilities.
Researcher	<p>A researcher is any College employee, student, visiting scholar, or volunteer who conducts research, or who uses students or employees as human research participants, or any person who conducts research using Algonquin resources (whether research space, materials, or human resources).</p> <p>A researcher is any College employee, learner or volunteer working on Tri-Agency funded research projects.</p>
Tri-Agency	Tri-Agency is a collective reference to the Canadian Institutes of Health Research (CIHR), Natural Sciences and Engineering Research Council of Canada (NSERC), and Social Sciences and Humanities Research Council of Canada (SSHRC).

POLICY

1. Algonquin College is committed to promoting the highest standards for the management of research data by fostering and advancing an institutional culture where research data and its management are of vital importance.
2. All researchers applying for and/or holding funding from the Tri-Agencies are responsible for adhering to the requirements laid out in the Tri-Agency Research Data Management Policy.
3. To support the adoption of best practices in research data management (RDM), and in accordance with the Tri-Agencies, the College has developed and published an institutional RDM strategy that identifies the current and planned RDM capacity, challenges, and needs and serves as a resource for researchers. Progress against the strategy is monitored regularly by the Research Data Management Advisory

Committee (RDMAC), with the strategy being updated on an annual basis. Reporting on progress will be provided to the Associate Vice President, Experiential Learning and Innovation, annually.

4. FUNDAMENTAL PRINCIPLES

RDM at Algonquin College is based on the following guiding standards:

4.1. Institutional Support for Researchers

Algonquin College supports all its research constituents by providing adequate capacity, organizational and technological structure and specialized services. The College develops innovative, multi-disciplinary research portfolios that involve many interrelated disciplines and research activities.

4.2. Research Excellence

At an institutional level, Algonquin College engages in applying data management practices that enhance creativity, good stewardship and ethical use of public funds and research project outcomes. RDM, founded on equity and diversity, is an essential part of research excellence that advances knowledge mobilization and strengthens economic and social impact.

4.3. Industry and Community Oriented Collaborations

Algonquin College prioritizes collaborative, mutually beneficial research endeavors and relations involving government institutions, the private sector, not-for-profits and community-based organizations.

4.4. Open Access to Research Results

Whenever possible, data acquired as a result of research inquiries should be open and widely accessible by other researchers and the public. Algonquin College is committed to following “FAIR Principles” of RDM – making data Findable, Accessible, Interoperable and Reusable. However, the College recognizes that IP rights and protections for our business partners, student researchers and faculty, and the privacy of research participants are considerations that can limit open access in certain situations.

4.5. Raising Awareness, Training and Professional Development (PD)

Supporting Algonquin researchers by providing appropriate resources and learning materials is essential in delivering effective RDM services. RDM champions at Algonquin College, such as the Applied Research Office (ARO), the Library and the Research Ethics Board (REB) are instrumental in helping to promote RDM best practices and DMP training throughout the research lifecycle.

4.6. Support for Indigenous Rights

Algonquin College recognizes the self-determination of Indigenous peoples and Indigenous rights as specified in the “United Nations Declaration on the Rights of Indigenous Peoples.” The College prioritizes consultation, as well as free, prior and informed consent for any research conducted involving Indigenous peoples and communities. Algonquin College respects and supports the right of Indigenous peoples to control how Indigenous data and traditional knowledge will be collected, protected, used, or shared.

5. ROLES AND RESPONSIBILITIES

5.1. The College

As an institution facilitating research and innovation, the College is responsible for adhering to the requirements laid out in the Tri-Agency Research Data Management

Policy. This includes a commitment to provide resources in support of the institutional RDM strategy; building RDM capacity; promoting the best practices and importance of data management to researchers; and infrastructure for repository services.

5.2. RDM Advisory Committee (RDMAC)

Led by the Director of Applied Research, this committee is responsible for the oversight of the progress made towards compliance with the Tri-Agency Research Data Management Policy. The committee identifies and addresses gaps in institutional readiness, monitors the College's progress against the institutional RDM strategy, revises the strategy as necessary, and provides annual status reports on RDM to the Vice President, Experiential Learning and Innovation.

RDMAC membership includes but is not limited to:

- Director, Applied Research (Chair)
- Representatives from the Applied Research Office
- Representatives from the Library
- Representatives from ITS
- Indigenous research representative
- Representative from the Research Ethics Board

5.3. Applied Research Office (ARO)

The ARO is responsible for the administration of many matters relating to RDM at the College. Its functions include:

- Promoting and facilitating compliance with the Tri-Agency Research Data Management Policy.
- Ensuring that grant proposals submitted to a Tri-Agency funder adheres to any RDM requirements.
- In collaboration with other appropriate College departments, develop and participate in RDM training, workshops, and information sessions as needed.
- Reviewing each grant proposal under development in time and assisting the applicant and Principal Investigator with the preparation of data management plans (DMP), if applicable.
- Responding to questions regarding the application, interpretation and implementation of this policy.
- Where possible, assisting research constituents and partners with resolving any issues related to a potential conflict between the principles of open RDM and Intellectual Property protection and commercialization

5.4. Library

As a champion of RDM excellence, the Library will maintain an extensive collection of RDM resources on their site and will proactively organize periodic workshops in RDM for all researchers within the scope of this policy.

5.5. Information Technology Services (ITS)

ITS provides oversight of RDM data within technology solutions for the RDM initiative and provides support for RDM data governance.

5.6. All Researchers

All College employees and volunteers, including faculty, staff and students, who are involved in Tri-Agency funded projects, are responsible for contributing to the successful implementation of this policy.

SUPPORTING DOCUMENTATION

None

RELATED POLICIES

AA31: Algonquin College Library
AA34: Copyright
AA35: Confidentiality of Student Records
AA47: Scholarly Activity
IT01: Information Security
RE01: Research Administration
RE02: Integrity in Research and Scholarly Activities
RE03: Research Involving Human Subjects
RE05: Intellectual Property
RE09 Commercialization

RELATED MATERIALS

[Research Data Management - Institutional Strategy of Algonquin College](#)
[Tri-Agency Research Data Management Policy](#)
[Frequently Asked Questions about the Policy](#)
[CARE Principles for Indigenous Data Governance](#)
[FAIR Principles: Findable, Accessible, Interoperable and Reusable digital assets](#)
[First Nations principles of Ownership, Control, Access, and Possession, OCAP](#)
[Dataverse / Borealis](#)
[Federated Research Data Repository](#)
[Guidance on Depositing Existing Data in Public Repositories](#)
[The First Nations Information Governance Centre](#)
[Principles of Ethical Métis Research](#)
[National Inuit Strategy on Research](#)
[United Nations Declaration on the Rights of Indigenous Peoples](#)
[Tri-Agency Framework: Responsible Conduct of Research \(2021\)](#)
[Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 \(2022\)](#)

GOVERNED BY

[Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#)