# NWT CIMP Data Management Plan Template

**Project Title and Number (CIMP###):**

**Project Lead (name):**

**Lead Organization:**

**Project Objectives:** *(insert from your proposal)*

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This Data Management Plan describes how the Project Lead will manage and share information generated by the project. Please complete all sections below.

1. Describe the data, samples, software, presentations or curriculum materials, etc. that will be produced during the project.

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1. Identify who is responsible for creating Project Metadata (mandatory) and Dataset Metadata (mandatory if data is to be shared with NWT CIMP). Describe/provide the details on methods and procedures etc. When applicable, NWT CIMP encourages the use of existing community standards for Dataset Metadata.

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1. Describe the plans for access and sharing knowledge, including appropriate protection of privacy, confidentiality, security, licensing, intellectual property, or other rights and requirements. Address the following:
	1. Will a data sharing agreement be required?
	2. Who will data be made available to and when?

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1. Describe the plans for archiving physical samples. Address the following:
	1. Where and how will physical samples be stored?
	2. How long will they be stored and who is responsible for storage?
	3. May they be used in future research projects, and if so, what permissions must be obtained?

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1. Describe the plans for archiving data. Address the following:
	1. Where and how will electronic data be stored?
	2. How will the data be stored and backed up during the research?
	3. How will the data be stored at the end of the research?
	4. Who holds the authoritative copy?
	5. May the data be used in future research projects, and if so, what permissions must be obtained?

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