The SFU Library provides support in drafting research data management plans, curating your research data and identifying other research data services to support your work. The following questions are designed to assist in managing your data during the life of your project and beyond if applicable.

Please respond to each question as thoroughly as possible.

1. Data products :
   1. What kind of data are you producing/collecting/using, in either digital or physical forms?
   2. What’s the scope or nature of your data?
   3. How are you collecting it?
2. Access:
   1. Do you intend to share your data?
   2. Are there any restrictions on use or re-use?
   3. Where will you deposit your data?
3. Data description and organization: Before you begin, decide on the naming conventions or metadata you will use to describe your data. It doesn’t matter which you use but it be should be consistently applied and well documented.
4. Intellectual Property:
   1. Who will be responsible for intellectual property rights?
5. Ethics and Privacy:
   1. Are there legal constraints preventing sharing the data?
   2. How will you ensure confidentiality of subjects?
6. Plans for archiving and preservation:
   1. What procedures will you put in place to ensure data integrity?
   2. Who will be responsible for the maintaining the data?
   3. If the project is collaborative, how will the contributing researchers access the data over time?
   4. Is the library able to provide support?
7. Storage:
   1. How will you preserve and back-up your data?
8. Costs:
   1. What costs do you anticipate in preparing for data documentation and archiving?
9. Legal requirements:
   1. Are there any legal requirements (proprietary data, for example) which might affect data sharing and re-use?