



Institutional Research Data Management Strategy

Adopted by
SENIOR MANAGEMENT COMMITTEE
March 11, 2024



Adoption and Revision History

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1. Acronyms

The following acronyms can be found in this document:

Acronym	Description
CARE	CARE Principles for Indigenous Data Governance: Collective Benefit, Authority to Control, Responsibility, Ethics
CIHR	Canadian Institutes of Health Research
DMP	Data Management Plan
FAIR	FAIR Principles: Findable, Accessible, Interoperable, Reusable
FAQ	Frequently Asked Questions
FRQ	<i>Fonds de recherche du Québec</i>
MAMIC	RDM Maturity Assessment Model in Canada
NSERC	Natural Sciences and Engineering Research Council of Canada
OCAP	First Nations data governance principles of Ownership, Control, Access, and Possession
RDM	Research Data Management
SSHRC	Social Sciences and Humanities Research Council of Canada

2. Introduction

The [Canadian Institutes of Health Research](#) (CIHR), the [Natural Sciences and Engineering Research Council of Canada](#) (NSERC), and the [Social Sciences and Humanities Research Council of Canada](#) (SSHRC), collectively known as the Tri-Agency, are the main federal research granting agencies. In March 2021, the Tri-Agency launched the [Tri-Agency Research Data Management Policy](#), the objective of which is “to support Canadian research excellence by promoting sound RDM and data stewardship practices.” The Tri-Agency RDM Policy consists of three components that will be phased in over time:

1. INSTITUTIONAL RESEARCH DATA MANAGEMENT STRATEGIES. All postsecondary institutions and research hospitals eligible to administer Tri-Agency funds will be required to create an institutional RDM strategy and notify the agencies¹ when this has been completed. Institutions must also post their RDM strategies online. The revised deadline² for submission of these institutional RDM strategies

¹ Champlain Regional College is not eligible for CIHR funding, so only the SSHRC and NSERC will need to be notified.

² The original deadline for submission was March 1, 2023. Institutions that had missed that deadline were granted an extension.

is March 12, 2024. A listing of links to published institutional research data management strategies is maintained on the science.qc.ca web site.

2. **DATA MANAGEMENT PLANS.** For certain funding opportunities, all researchers submitting grant proposals to the Tri-Agency will be required to include a data management plan (DMP) as part of their submission package. The agencies will have identified the initial set of funding opportunities subject to the DMP requirement by spring 2022 and will have conducted a pilot project. The obligation to include DMPs at a larger scale as a required element of grant applications will be implemented progressively across the various federal grants and funding opportunities.
3. **DATA DEPOSIT.** All Tri-Agency grant recipients will be required to deposit into a digital repository all digital research data, metadata, and code that directly support the research conclusions in journal publications and pre-prints that arise from agency-supported research. Implementation dates for this requirement have not yet been established. The agencies will begin phasing in this requirement after reviewing the institutional strategies and the readiness of the Canadian research community.

Research Data Management (RDM) is also an important area of interest, discussion, and activity for the *Fonds de recherche du Québec* (FRQ): <https://frq.gouv.qc.ca/gestion-des-donnees/>. At this time, however, the FRQ does not have an RDM policy comparable to that of the Tri-Agency, nor a requirement for eligible institutions to implement an RDM strategy.

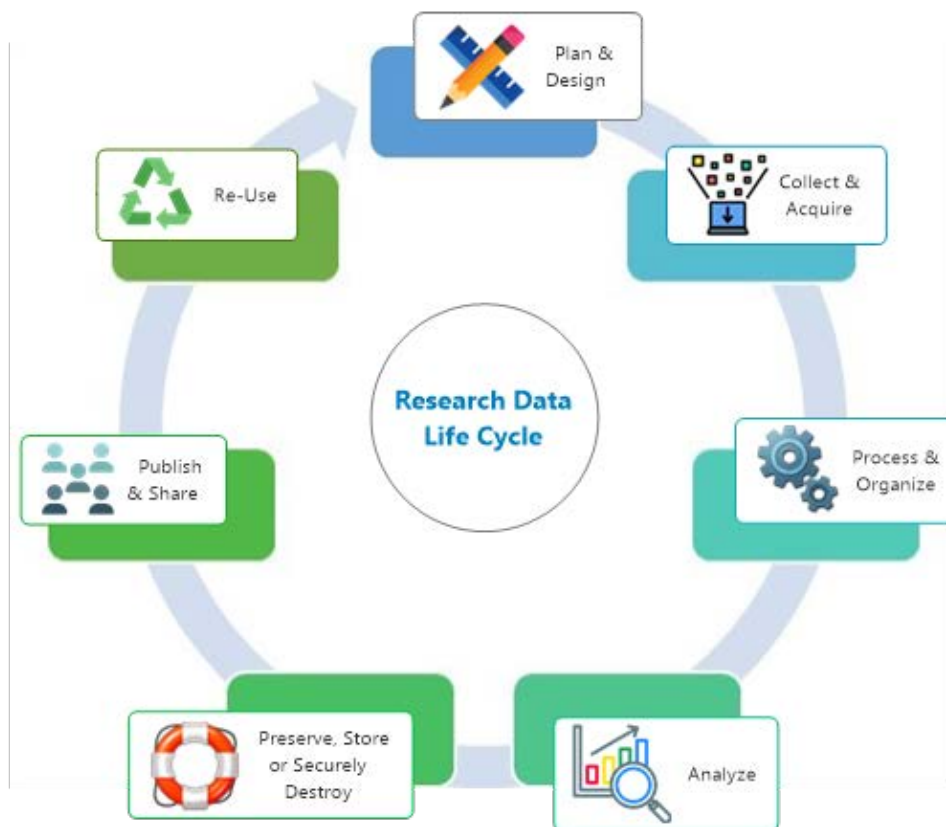
2.1 What is Research Data Management?

Thompson (2023)¹ provides the following description of research data management:

Research data management is a general term that describes what researchers do to structure, organize, and maintain data before, during, and after doing research. In this sense, anyone who collects or uses data for the purpose of doing research is doing research data management. Creating a data file and deciding where to save it, renaming a data file, or moving it are all research data management activities. Research Data Management (RDM), spelled with capitals, is an emerging discipline that is concerned with researching and developing ways to manage research data more effectively. The idea behind data management is to use a set of techniques to structure, organize, and document the information that is serving as input to research and to do so in a way that will allow others to understand and reproduce your research and make use of the data that went into your research.

Research Data Management is relevant at all stages of the research data life cycle (see Figure 1-1).

¹. Thompson, K. (2023). The basics: An introduction to Research Data Management. In K. Thompson, E. Hill, E. Carlisle-Johnston, D. Dennie, & É. Fortin (Eds.), *Research data management in the Canadian context: A guide for practitioners and learners*. Pressbooks. <https://doi.org/10.5206/OWNV1575>

Figure 1-1 Depiction of the research data life cycle

Icons from Flowicon. (<https://www.flaticon.com/free-icons/>)

2.2 Why is Research Data Management Important?

McGill University's [Research Data Management Strategy](#) describes the importance of Research Data Management as follows:

Recognizing research data as a major research asset is an important steppingstone in the pursuit of academic excellence. Research activities in many domains create increasingly larger volumes of data that are challenging to manage and analyze effectively. Making research outputs discoverable, reproducible, and reusable, are foundations and principles of modern scholarship. While not all research data are suited to be shared broadly, for ethical, legal, cultural, or commercial reasons, adopting best practices in research data management applicable within and between research units is crucial to maintain and maximize public trust in academic research.

Governments, funders, institutions, and research communities ubiquitously recognize that RDM best practices are essential to raise research standards and increase its potential impact and relevance. Properly

managed data have both practical and financial benefits to research, such as reducing research duplication, lowering unnecessary burdens on participants due to repetitive sampling, increasing accountability and transparency, allowing replication of research results, fostering collaborations, and accelerating new discoveries.

RDM is an integral part of research. RDM practices enable compliance with fast evolving ethical, legal, cultural, and commercial requirements and are a key factor in safeguarding research when necessary. Therefore, it is critical to strive to equip researchers, staff, and trainees with sound RDM practices and stewardship to achieve scientific rigor and enable collaboration.

3. Scope and Application of the Strategy

For purposes of Tri-Agency research funding, Champlain Regional College is considered as a single institution. Consequently, a single Research Data Management strategy has been developed to meet the requirements of the Tri-Agency RDM Policy. This RDM strategy applies to all Champlain Regional College researchers (including faculty, staff, and students) in all disciplines at any of the three constituent colleges, regardless of whether or not the research takes place at a Champlain Regional College location.

4. Purpose and Objectives

As a postsecondary institution currently eligible to administer Tri-Agency funds, Champlain Regional College is obliged to create an institutional Research Data Management strategy. The purpose of this Research Data Management Strategy is to outline how Champlain Regional College will provide its researchers with an environment that enables and supports excellence in RDM whether or not they are applying for Tri-Agency funding. It also outlines how Champlain Regional College will be able to develop the infrastructure necessary for ensuring that researchers applying for Tri-Agency funding respect any requirements for data management plans, data deposit, or sharing of research data.

The specific objectives of this strategy are the following:

1. Promote research excellence through the communication and adoption of best practices in research data management at Champlain Regional College.
2. Evaluate current capacity for effective research data management at Champlain Regional College.
3. Develop a roadmap for improving institutional capacity for effective research data management at Champlain Regional College.

5. Guiding Principles

This Research Data Management Strategy is based on the following set of guiding principles and orientations.

5.1 Recognition of Disciplinary Differences

Champlain Regional College recognizes the diversity of models and research methods that exist within and between academic disciplines. These differences include what counts as relevant research data. Consequently, Champlain Regional College recognizes that significant disciplinary differences may exist in standards for Research Data Management.

5.2 Research Excellence and a Commitment to the Adoption of Best Practices

Champlain Regional College's [Mission, Vision, and Values Statement](#) includes the value of "Excellence through striving for continuous improvement." As noted in the Preamble to Champlain Regional College's [Institutional Policy on Research](#),

Champlain Regional College considers that the undertaking of research activities is consistent with its Mission, Values, and Vision Statement – particularly the values of excellence, lifelong learning, respect, and collaboration. Research endeavours can further the College's mission notably by the continued engagement of teachers in their teaching and discipline, the significant advancement of knowledge such research may lead to, the exposing of students to this new knowledge, and the social and economic development of the communities the College serves via its different locations.

The College recognizes that research activities can contribute to richer, more stimulating, appealing, and varied teaching or professional career prospects for members of its community. From this perspective, supporting research activities is aligned with Champlain's desire to attract and retain outstanding teachers and staff members.

In this context, Champlain Regional College is committed to supporting researchers in their efforts to adopt and implement best practices for data management, including data management plans, that are consistent with:

- disciplinary standards for research;
- ethical, legal, and commercial obligations; and
- Tri-Agency requirements, including the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Human Subjects – TCPS2 2022](#), the [Tri-Agency Framework: Responsible Conduct of Research \(2021\)](#), and the [Tri-Agency Statement of Principles on Digital Data Management](#).

5.3 The Value of Open Data

In an [announcement](#) of a review of the Tri-Agency Open Access Policy on Publications, the Tri-Agency indicates that they are "committed to increasing the dissemination of research results and accelerating knowledge mobilization by ensuring peer-reviewed articles resulting from agency-funded research are free and immediately available." This refers to what is known as *open access*.

Open data (and *open science*), on the other hand, refers to the publishing and sharing of research data. Such practices are intended to facilitate greater transparency, collaboration, and innovation by providing access to valuable information. Open data also serves to increase research reproducibility — the extent to which subsequent analyses of a given data set using the same methods will produce the same results.

The [Roadmap for Open Science](#), published by the Office of the Chief Science Advisor of Canada, states that strong data management practices are a pre-requisite for the implementation of FAIR data principles¹ (“Findable, Accessible, Interoperable, and Reusable”) in the context of open data and open science. Given the growing demands and requirements for open data, Champlain Regional College believes that it should develop, implement, and encourage the use of research data management practices that are conducive to open data and open science. In other words, we need to plan for the future.

5.4 Respect for Indigenous Communities

Champlain Regional College recognizes the right of First Nations, Métis, and Inuit peoples to self-determination and the right to own, control, access, possess, and protect research data created by and with their communities. Two possible data governance models that would respect these rights are:

- First Nations principles of ownership, control, access, and possession ([OCAP](#))
- [CARE Principles](#) for Indigenous Data Governance

However, consistent with the Tri-Agency, Champlain Regional College recognizes that a “one size fits all” approach is inappropriate, and that distinct data governance models may need to be developed for each of the three constituent colleges in consultation with the Indigenous communities in the regions in which they are located. This applies to both research conducted by indigenous members of the Champlain Regional College community and research involving collection of data from members of indigenous communities.

6. Other Relevant Institutional Policies and Strategies

This RDM Strategy intersects with the following policies and strategies at Champlain Regional College:

- [Directive Serving as the Policy Concerning the Governance Rules for the Protection of Personal Information](#)
- [Information Security Policy](#)
- [Institutional Policy on Research](#)
- 2024-2029 Strategic Plan (in development)

¹: Wilkinson, M. D., Dumontier, M., Aalbersberg, I. J., Appleton, G., Axton, M., Baak, A., Blomberg, N., Boiten, J.-W., Bonino da Silva Santos, L., Bourne, P. E., Bouwman, J., Brookes, A. J., Clark, T., Crosas, M., Dillo, I., Dumon, O., Edmunds, S., Evelo, C. T., Finkers, R., ... Mons, B. (2016). The FAIR Guiding Principles for scientific data management and stewardship. *Scientific Data*, 3, Article 160018. <https://doi.org/https://doi.org/10.1038/sdata.2016.18>

7. Federal and Provincial Laws, Regulations, and Strategies

As Champlain Regional College develops and implements RDM infrastructure and practices, it will need to assess the extent to which they may be subject to various federal and Québec laws, regulations, and strategies. These might include, for example:

- Act respecting access to documents held by public bodies and the protection of personal information ([CQLR, chapter A-2.1](#))
- Act to establish a legal framework for information technology ([CQLR, chapter C-1.1](#))
- Archives Act ([CQLR, chapter A-21.1](#))
- Act respecting the governance and management of the information resources of public bodies and government enterprises ([CQLR, chapter G-1.03](#))
 - [Énoncés d'orientations pour les données ouvertes](#)
 - [Données ouvertes](#)

In compliance with its obligations under the Charter of the French Language ([CQLR, chapter C-11](#)), Champlain Regional College will prepare a French version of this document and make it available on the College web site.

8. Components of the RDM Strategy

Champlain Regional College's RDM Strategy is organized around four components (1) Awareness and Communication, (2) Harmonized Best Practices, (3) Training and Support, and (4) Continuous Evaluation.

8.1 Awareness and Communication

To launch the conversation with its research communities, Champlain Regional College will conduct an assessment among the researchers of its three constituent colleges on their background knowledge of RDM concepts and use of RDM practices. The results will inform the development and monitoring of tailored awareness-raising activities and recurring information sessions on the RDM requirements issued by the Tri-Agencies.

To build a collective knowledge base about RDM (i.e., vocabulary, concepts, and language to discuss RDM) and ensure consistency across the institution, Champlain Regional College will assemble a core set of easily accessible digital information (e.g., RDM Hub, FAQ, webinars) and tools (e.g., templates, guidelines, frameworks) available to individuals interested in research from all disciplines. Champlain Regional College recognizes the need to commit sustainable resources and offer collaborative services that will help develop its institutional RDM capacity over time.

Champlain Regional College wishes to engage in effective communication with its different research communities and stakeholders. This approach should include the systematic communication of the RDM Strategy to the Champlain Regional College communities, periodic needs assessment among its researchers,

and presentations to the College's governance bodies of progress reports on the implementation and evolution of the RDM strategy. Ultimately, Champlain Regional College is committed to developing an institutional culture that recognizes the importance of research data management.

8.2 Harmonized Best Practices

Champlain Regional College will identify the RDM best practices¹ for various stages of the research data life cycle and make intentional choices about those that it will specifically embrace and promote among its research communities based on their feasibility. These choices will orient how Champlain Regional College will be committing time, human, IT, and financial resources for the development of new practices and tools related to RDM. The selection of meaningful RDM best practices will also impact the review and updating of other internal research-related documents such as the *Institutional Policy on Research* for which the alignment with the RDM Strategy must be maintained.

8.2.1 Identification of Best Practices for Data Management Plans

While the requirement to submit data management plans (DMPs) will only be for researchers applying for Tri-Agency funding, Champlain Regional College recognizes that all researchers should have an easy access to support and resources on how to draft a DMP. The development of institutional templates for DMPs, including specific disciplinary models, will be considered. Similarly to the RDM Strategy itself, any DMP templates that are developed should be revised and updated periodically.

8.2.2 Identification of Best Practices for Data Deposits

Until Champlain Regional College has subscribed to the *Fédération des cégeps'* agreement with [Borealis](#), the Canadian Dataverse Repository, and a procedure for data deposits been established, College researchers will be required to store their data on their secure OneDrive account. All employees already have a College OneDrive account to prevent accidental deletion or loss of documents. This approach also meets Québec's regulations pertaining to data security.

8.3 Training and Support

To assist the research community in meeting the new expectations with regard to RDM, Champlain Regional College will deploy a supportive system and infrastructure for its researchers. One liaison person will be identified at each location for just-in-time RDM support and guidance. These resource people may themselves require specific training to stay current about the Tri-Agency's RDM requirements, the evolution of best practices, and relevant legal regulations.

Synchronous and asynchronous options of training modules, workshops, and webinars should be made available to meet the different needs of the researchers. A local mentoring program could also be considered at each of the constituent colleges to allow new faculty members and less experienced researchers to benefit from the experience of their colleagues who are already versed in RDM practices.

¹ Possible sources for identifying best practices include webinars such as those presented by [Portage / Digital Research Alliance of Canada](#) or [McMaster University](#).

8.4 Continuous Evaluation

As requirements and needs will continue to evolve, the Research Data Management Strategy and its implementation shall be evaluated and reviewed annually and then revised as needed. This annual process shall be coordinated through the office of the Director General. For purposes of quality assurance, the evaluation will address both the text of the RDM Strategy and its implementation. The evaluation of the text of the strategy will notably examine the clarity of the text, its alignment with the needs of Champlain Regional College, its actual depiction of the RDM practices and support, and its compliance with the requirement of the Tri-Agency.

The evaluation of the implementation shall focus on assessing the progress made in achieving the strategy's objectives during the period of observation and identifying any obstacles that may have been encountered. This aspect of the evaluation will enable Champlain Regional College to identify its strengths and areas for improvement, evaluate the exercise of roles and responsibilities, and inform the College on the appropriateness of the services, infrastructures, and resources deployed. This will allow for an appraisal of both institutional capacity and RDM practices. In this regard, it provides an opportunity to assess the extent to which researcher needs are being met. A report of the evaluation results, along with recommendations for any suggested or needed changes to the RDMS shall be presented to the Senior Management Committee.

Concurrent with the evaluation, an assessment will be made of the extent to which any changes in the policies or regulations of the main federal and provincial funding agencies (Tri-Agency and FRQ, respectively) have taken place that will require modifications to the Research Data Management Strategy. Any relevant changes in federal and provincial laws and regulations will also need to be taken into account.

Based on the results of the evaluation and the assessment of funding agency requirements, a revised draft of the RDMS shall be presented to the Senior Management Committee for approval. The revised strategy shall be published on Champlain Regional College's web site and the Tri-Agency shall be notified of the revision.

9. Roles and Responsibilities

Responsibility for the implementation of the Research Data Management Strategy is assigned to the following persons:

- Director General
- Research Officer
- Directors of Constituent Colleges at their respective colleges

The Director General is responsible for the evaluation and revision of the RDM Strategy. The Senior Management Committee is responsible for the approval of any revisions to the RDM Strategy.

10. Timeline/Roadmap for Implementation

The implementation of this RDM strategy will take place over a period of three years, beginning in Winter 2024. It is important to note that at the time this strategy is being drafted, Champlain Regional College does not currently have resources or funding dedicated to RDM.

Table 1-1. Timeline/roadmap for implementation of the RDM Strategy by component

Component/Task	Notes	Time Frame
AWARENESS & COMMUNICATION		
1. Complete the assessment of current institutional RDM capacity using the MAMIC tool .	MAMIC: RDM Maturity Assessment Model in Canada	Winter 2024
2. Establish an institutional RDM advisory committee	Membership should focus on those actively involved in research and those responsible for supporting researchers and implementing RDM. All four College locations need to be represented.	Winter 2024
3. Assess current status of research on the constituent colleges	Types of research, types of funding, external research teams, types and volume/size of data, methods of data storage.	Fall 2024
4. Assess current familiarity with RDM and DMPs among researchers	Survey knowledge and current use of RDM practices.	Fall 2024
5. Establish RDM hub or web site	Need to provide a common and coherent set of information for all College researchers points to having a single RDM site.	Fall 2024
6. Develop a recurring information session at each constituent college on the new Tri-Agency requirements.	Should be offered every semester at the three constituent colleges to ensure that new researchers/faculty members are informed.	Fall 2024 and subsequent semesters.
7. Develop a model of status reports for Champlain governance bodies.	The purpose of these reports will be to keep the governance bodies informed about progress in the implementation of the RDM Strategy.	Fall 2024
8. Implement regular status reports for Champlain governance bodies.		Winter 2025 and ongoing
HARMONIZED BEST PRACTICES		
1. Identify best practices for RDM	Need to accommodate any disciplinary differences.	Fall 2024
2. Identify best practices for DMPs	Need to accommodate any disciplinary differences.	Fall 2024
3. Identify best practices for data deposits.	Need to accommodate any disciplinary differences.	Fall 2024
4. Select and prioritize meaningful best practices that are implementable in the College context.	Need to accommodate any disciplinary differences, as well as the data governance rights of Indigenous peoples.	Fall 2024

Table 1-1. Timeline/roadmap for implementation of the RDM Strategy by component (Continued)

Component/Task	Notes	Time Frame
5. Implement the selected best practices.	Implementation schedule based on prioritization.	Winter 2025 and ongoing
TRAINING		
1. Identify RDM resource person(s) for each constituent college	Enable local provision of just-in-time support	Winter 2024
2. Provide training for the RDM resource persons		Fall 2024
3. Develop and/or provide synchronous and asynchronous training for Champlain researchers.	This might include workshops, webinars, mentoring program, online courses, etc.	Winter 2025
CONTINUOUS EVALUATION (RDM PRACTICES, INSTITUTIONAL CAPACITY)		
1. Evaluate the RDM Strategy and its implementation after 1st year	Progress made, obstacles, necessary or desirable revisions to the RDM strategy, etc,	Winter 2025
2. Evaluate the RDM Strategy and its implementation after 2nd year	Progress made, obstacles, necessary or desirable revisions to the RDM strategy, etc,	Winter 2026
3. Evaluate the RDM Strategy and its implementation after 3rd year	Progress made, obstacles, necessary or desirable revisions to the RDM strategy, etc,	Winter 2027

11. Glossary

This section provides definitions for a number of commonly encountered terms and acronyms related to RDM.

The Digital Research Alliance of Canada provides a glossary of English and French equivalents for RDM terminology: <https://alliancecan.ca/en/services/research-data-management/learning-and-training/glossaries#heading-bilingual-rdm-glossary>

Term / Abbreviation	Definition
Data Archiving	The long-term storage of research data, usually following the completion of a research project.
Data Management Plan (DMP)	A data management plan (DMP) is a formal document that details the strategies and tools a researcher will implement to effectively manage data both during the research project and after its completion. A DMP can be modified throughout the course of a research project in order to accommodate changes.

Term / Abbreviation	Definition
Research	“An undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation.” (Tri-Agency Framework: Responsible Conduct of Research)
Research Data	<p>The Committee on Data of the International Science Council (CODATA) provides the following general definition of research data: “Data that are used as primary sources to support technical or scientific enquiry, research, scholarship, or artistic activity, and that are used as evidence in the research process and/or are commonly accepted in the research community as necessary to validate research findings and results. All other digital and non-digital content have the potential of becoming research data. Research data may be experimental data, observational data, operational data, third party data, public sector data, monitoring data, processed data, or repurposed data.” (https://zenodo.org/records/10626170)</p> <p>The ALLEA Working Group E-Humanities defines research data in the humanities as “all materials and assets scholars collect, generate and use during all stages of the research cycle.” (https://repository.dri.ie/catalog/tq582c863)</p>

12. Resources and References

12.1 Organizations and Websites

- Committee on Data of the International Science Council ([CODATA](#))
- [Digital Research Alliance of Canada](#)
- *Données de la Recherche Apprentissage Numérique* ([DoRANum](#))
- First Nations Information Governance Centre ([FNIGC](#))
- *Fonds de recherche du Québec* ([FRQ](#))
- Global Indigenous Data Alliance ([GIDA](#))
- Tri-Agency Research Data Management Policy - [Frequently Asked Questions](#)
- *Université du Québec* - [Le Carrefour Gestion des données de recherche](#)

12.2 Video Materials on YouTube

- Digital Research Alliance of Canada
 - [Research Data Management Institutional Strategies Series](#) playlist
- Concordia University Library
 - [Research Data Management Explained](#) playlist
- Aalto University
 - [Introduction to Research Data Management](#) playlist

- University of Winnipeg
 - [Indigenous Research Data Management Webinar Series](#) playlist

12.3 Online Training

- COURSERA
 - [Research Data Management and Sharing](#) course
- The University of Edinburgh
 - [MANTRA](#) course on Research Data Management Training

12.4 Reports and Other Publications

- ALLEA. (2020). *Sustainable and FAIR data sharing in the humanities: Recommendations of the ALLEA Working Group E-Humanities*. <https://10.7486/DRI.tq582c863>
- CODATA RDM Terminology Working Group. (2023). *CODATA RDM terminology (2023 version): Overview*. <https://doi.org/10.5281/zenodo.10626170>
- Thompson, K., Hill, E., Carlisle-Johnston, E., Dennie, D., & Fortin, É. (Eds.). (2023). *Research data management in the Canadian context: A guide for practitioners and learners*. Pressbooks. <https://ecampusontario.pressbooks.pub/canadardm/>.
- Thompson, K., Hill, E., Carlisle-Johnston, E., Dennie, D., & Fortin, É. (Eds.). (2023). *La gestion des données de recherche dans le contexte canadien : Un guide pour la pratique et l'apprentissage*. Pressbooks. <https://ecampusontario.pressbooks.pub/gdrcanada/>.