Guidelines for Research Data Management

Original Approval Date: November 18, 2024

Most Recent Approval Date: November 18, 2024

Most Recent Editorial Date: November 18, 2024

Office of Administrative Responsibility:	Faculty of Medicine & Dentistry Office of Research
Approver:	Vice Dean, Research (Basic) - Faculty of Medicine & Dentistry

1. Purpose

The Faculty of Medicine & Dentistry (FoMD) Core Research Facilities provide access to state-of-the-art equipment and technical expertise to support the research activities of their users. Research conducted in these facilities can produce large amounts of data that must be properly stored and archived. These guidelines outline the responsibilities and considerations for users and research groups generating data in the FoMD Core Research Facilities.

2. Guidelines

2.1   These guidelines apply only to core research facilities that generate research data and are administered through the FoMD Office of Research. The FoMD Core Research Facilities include:
- Advanced Cell Exploration Core
- Cell Imaging Core
- Flow Cytometry Facility
- Lipidomics Core
- Transgenic Core

2.2   The FoMD Core Research Facilities are not responsible for any loss of user data. It is the responsibility of the user to ensure that their data is properly transferred to an appropriate location outside of the cores after each instrument session or following delivery of service-generated data.

2.3   The FoMD Core Research Facilities will retain recently obtained data temporarily on the instrument computers or core-specific storage units. Users should discuss core-specific data storage solutions with staff prior to accessing our facilities and generating data.

2.3   All data generated in the FoMD Core Research Facilities will be kept for 30 days following acquisition (for user-generated data) or project completion (for service-generated data). After 30 days, data will be deleted as necessary to ensure smooth operation of core instrumentation and prevent data accumulation in temporary storage.

3. References & Resources for Researchers

3.1   **UofA Guidelines for Data Management and Storage**

3.2   **Tri-Agency Statement of Principles for Digital Data Management**

3.3   **Data Management:** Prior to accessing the cores, research groups should have a data management plan (DMP) and sufficient data storage in place. The UofA Library can provide advice and support for the development of a DMP. [Learn more here](#).

3.4   **Data Storage and Computational Support:** Researchers are encouraged to contact UofA Information Services & Technology (IST) for computational support and resources for their research programs. [Explore your resources here](#). As part of this support, IST offers on-site data storage for those conducting research at the University of Alberta. Currently, up to 50 TB of storage per PI is available at no charge through the Research Data Storage Solution (RDSS). Please visit [their website](#) for more details.