Question	Template Guidance
Introduction	This research storage management plan (RSMP) template was developed to support researchers in meeting requirements for requesting storage through the University of Alberta Research Data Storage Service. Given the purpose of this RSMP template, it includes questions and guidance deemed most relevant for requesting Research Data Storage Service.
What type of data are you looking to store? Describe the data that will be collected, generated, and/or acquired.	Research data refers to any information collected, observed, generated, or acquired to validate your findings. Notable examples of research data may include data files, questionnaires, transcripts, samples, physical collections, software, models, algorithms, lab notebooks, codebooks, methodologies, workflows, and other materials to be produced during the course of the project. ● Describe the data types (e.g., image data, textual data, numerical data, audiovisual, etc.)
How much storage are you looking for?	As best able, estimate the data size (e.g., how many GBs, TBs), considering multiple versions of data needed (e.g., raw, master, analytic).
Is your data considered sensitive?	Indicate if your data is, or may possibly be, considered as sensitive (e.g., health, administrative and/or clinical records, participant interviews involving sensitive topics, etc).
How will data be stored, accessed, and worked with? *Who will need access to this data?*	Consider and identify *how* data will be accessed and worked with across the active phases of your research. Projects involving multiple people (e.g., co-investigators, research staff, trainees, and partners) need to consider who requires access and how they will work with data. ● <u>Who needs access and to what versions of data</u> - Consider if, for instance, co-investigators, trainees, and/or research staff may require access to data. If External collaboration, e.g., individuals outside of UofA is needed, provide guest CCIDs of the external collaborators.

How long are you looking to store data for?	As best able, estimate the duration the data requires to be stored.