

## Portage Network: Portage CRDCN Template for Accessing Data from Research Data Centres

### Data Collection

Which RDC datasets will be used in the research?

*Example Answer:*

The data source(s) for this project is/are the <<INSERT NAME OF SURVEYS/ADMINISTRATIVE RECORDS APPROVED>>. The current version(s) is/are: <<Record number>>.

*Guidance:*

The record number is available on Statistics Canada's website which can be accessed directly, or through our website: [crtc.org/data](https://crtc.org/data). E.g. Aboriginal People's Survey 2017 Record number:3250 <https://www23.statcan.gc.ca/imdb/p2SV.pl?Function=getSurvey&SDDS=3250>

### Documentation and Metadata

What will you do to ensure that your research data contributions (syntax, output etc...) in your RDC project folder and (if applicable) your external analysis are properly documented, organized and accessible?

*Guidance:*

Syntax: Any code used by the researcher to transform the raw data into the research results. This most commonly includes, but is not limited to, .do (Stata) files, .sas (SAS) files, and .r (R) R code.

How will you make sure that the syntax archived in your project folder is created consistently throughout your project?

Some metadata is available by contacting the RDC analyst. Is the metadata for the data to be used in your analysis available outside of the RDC? Please provide the information about the availability of the metadata for your project here.

*Guidance:*

You can consult your analyst to learn more about the availability of metadata for your proposed dataset. In some cases, the codebooks contain confidential information (quantiles with small numbers of individuals identified etc.). and cannot be made available.

### Storage and Backup

Please confirm you are using Statistics Canada data available in the RDC.

- Yes - default
- No

### Preservation

Will you deposit your syntax and other research data in a repository to host your syntax files publicly? If so, please describe here:

Is there any other preservation that will be done as part of this research project? If so, please describe here.

### Sharing and Reuse

If you feel there are any additional sharing and reuse concerns related to your project please describe them here:

### Responsibilities and Resources

In addition to the data management employed by Statistics Canada, it is possible for researchers to have research output that does not contain confidential data, including tables, syntax and other information, released from the RDC where it could be curated in a repository of the researcher's choosing as described in question 5. If you plan to do any supplemental storage or curation of your research data, please comment on where the responsibility for curation and maintenance of the archive resides.

Will any resources be required for this curation and maintenance? If so, please estimate the overall data management costs.

*Guidance:*

A tool provided by OpenAIRE can help researchers estimate the cost of research data management: <https://www.openaire.eu/how-to-comply-to-h2020-mandates-rdm-costs>.

### Ethics and Legal Compliance

If you feel there are any additional legal or ethical requirements for your project please describe them here.