

# Research Data Management Policy

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Author: Research Data Manager  
The Library

**Document Control Information****Status and reason for development**

New as no previous policy

**Revision History**

<b>Date</b>	<b>Author</b>	<b>Summary of changes</b>	<b>Version</b>	<b>Authorised</b>
May 2015	H Baker & D Clay	<i>New document</i>	V1.0	Research & Enterprise Committee: 04/11/15

**Policy Management and Responsibilities**

**Owner:** This Policy is issued by the Pro-Vice Chancellor Research & Enterprise, who has the authority to issue and communicate policy on Research within the University. Responsibility for implementation of this policy has been delegated to the Research Data Manager in the Library.

**Others with responsibilities (please specify):** All subjects of the Policy will be responsible for engaging with and adhering to this policy.

<b>Assessment</b>	<i>Cross relevant assessments</i>	<i>Cross if not applicable</i>
Equality Analysis	X	
Legal	<input type="checkbox"/>	X
Information Governance	X	<input type="checkbox"/>
Academic Governance	<input type="checkbox"/>	X

**Consultation***Cross relevant consultations*

Staff Trades Unions via HR

Students via USSU

Any relevant external bodies

(please specify) .....

**Authorised by:** Research & Enterprise Committee

**Date authorised:** 04/11/2015

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**Review due:** 2 years by January 2018

**Document location:** University Policy & Procedure Pages

<http://www.salford.ac.uk/about-us/corporate-information/governance/policies-and-procedures>

**Document dissemination and communications plan:**

US Online, Dissemination via Research Centre, RDM webpages.

## 1.0 Purpose

This policy outlines the University's approach to ensuring best practice in research data management throughout the data lifecycle. It is informed by research funder data policies.

## 2.0 Scope

The policy applies to all research data created by academic staff and postgraduate research students (PGRs). The policy does not apply to postgraduate taught students or undergraduates, but support and guidance for best research practice is available to everyone.

The policy's primary application is to ensure current (from policy publication date) and future research data which are generated, or are in use, are discoverable and accessible. Over time, the University will endeavour to make older research data discoverable and accessible.

### 2.1 Definitions

**Research data:** Research data are quantitative information or qualitative statements collected by researchers in the course of their work by experimentation, observation, interview or other methods. Data may be raw or primary (e.g. direct from measurement or collection), derived from primary data for subsequent analysis or interpretation (e.g. cleaned up or as an extract from a larger data set) or administrative (documents about the research project). The purpose of open research data is to provide the information necessary to support or validate a research project's observations, findings or outputs. Data is subject specific and may include, for example, statistics, collections of digital images, sound recordings, musical scores, transcripts of interviews, computer source code, simulations, survey data and fieldwork observations with appropriate annotations

**Research Project:** any funded or unfunded programme of research led by an academic staff or a PGR of the University of Salford

**University of Salford Data Repository:** a service to allow research datasets to be deposited by researchers, with appropriate metadata, and catalogue and search services to allow the deposited datasets to be discovered and re-used

**Research Data Storage Service:** a storage service for research projects

**Principal Investigator (PI):** the University employee primarily tasked with delivering a programme of research on behalf of the University, whether or not he/she is referred to as such in a research grant

**Metadata:** descriptive or contextual information that is associated with publications and data to assist in the identification, location and retrieval of it by users, while facilitating content and access management

**Data Management Plans (DMPs):** DMPs are living documents that describe how data will be managed during the life of the project. DMPs are often requested by funders at the bid stage and should state what data will be created and how, as well as outlining plans for sharing and preservation. Any restrictions on access to the data should be noted, along with mechanisms to protect unauthorised access.

### 3.0 Policy Statements

#### 3.1 The most senior researcher of a University of Salford research project is ultimately responsible for research data management and the conduct of research team members within that project

- a. For research grants held by the University of Salford Principal Investigators (PI) should take the lead for Research Data Management (RDM) and ensure that good practice is implemented within the project
- b. For collaborative external grants this will be the Lead Researcher at the University of Salford
- c. Supervisors of PGRs undertaking research should ensure that their students are aware of the relevant requirements and have a clear understanding of appropriate practice
- d. Research data management responsibilities can be shared or delegated, but should be clearly documented in a Data Management Plan (see statement 3.2)
- e. Researchers and research students should follow this policy and the project's RDM practices (e.g. collecting/creating data, analysing data, producing outputs)
- f. Data ownership must be established in advance of a research project starting, in accordance with the University's Intellectual Property Regulations and relevant third-party agreements. Consult with the Intellectual Property Manager for further advice
- g. If researchers leave the University they must ensure a copy of their research data, from completed research projects, is retained in the University of Salford Data Repository, unless contractual, legal, regulatory or ethical requirements state otherwise

#### 3.2 Every research project should produce a Data Management Plan (DMP) before starting the project

- a. The PI is responsible for ensuring a DMP is completed for every project and they should regularly review and update the DMP throughout the project. All members of the research project must be aware of, and abide by, the DMP
- b. There is an expectation that research data will be shared at the end of a project (see statement 3.5); therefore data sharing must be addressed in the DMP and internal and external ethical approval processes
- c. Sensitive and confidential research data can be shared ethically and legally if planned from the beginning of the project, and by following these important principles:
  1. when gaining informed consent, include provision for data sharing
  2. where needed, protect people's identities by anonymising data
  3. consider controlling access to data
  4. always ensure professional standards are adhered to

### **3.3 The PI must ensure that all research data is generated, stored and managed in accordance with contractual, legislative, regulatory, ethical and other relevant requirements**

- a. The University provides a Research Data Storage Service which complies with legal, regulatory and ethical requirements; however, where the Research Data Storage Service is not used, the PI is responsible for ensuring research data is stored in accordance with contractual, legislative, regulatory and ethical requirements
- b. Where research data needs to be temporarily stored on mobile devices or external storage, the PI must ensure this is done securely in line with University Policy (See Related Documentation)
- c. Sufficient metadata and supporting documentation must be created to enable data discoverability and re-use at the end of a project

### **3.4 Research data should be deposited in an appropriate external data centre, or if one is not available, in the University of Salford Data Repository**

- a. Researchers are responsible for selecting and appraising data for depositing; this will be subject specific but best practice states that this should be research data which have potential long-term value, verify published research findings, or have legal or funder requirements for data retention
- b. Deposited research data must comply with contractual, legislative, regulatory, and ethical requirements, including access restrictions and data security measures. A data deposit review will be carried out by the Library, and a Notice and Take Down Policy is in place
- c. Research data must be deposited for at least any period stipulated by legal, contractual, regulatory or ethical requirements. The researcher should use open data formats where possible to reduce data obsolescence and increase reuse potential. Advice on how long data should be retained for can be sought from the Data Protection Officer
- d. A metadata record for all research data hosted externally (including restricted access) must be added to the University of Salford Data Repository
- e. Non-digital research data should be discoverable and available for consultation where possible, by adding a metadata record to the University of Salford Data Repository
- f. Research data should have, as minimum, a metadata record in the University of Salford Data Repository within 12 months of the data being generated, or the end of the project, whichever is sooner
- g. Research data and associated metadata which support and underpin published research findings must be made openly available, where possible (see statement 3.5), no later than the date of first online publication
- h. The University is responsible for the long term curation of data, and will assess on-going retention (e.g. when a funder retention period has expired)

**3.5 Research data selected for archiving must be made openly available, where appropriate, with as few restrictions as possible**

- a. Research data can be access-restricted where necessary to comply with contractual, legislative, regulatory, or ethical requirements
- b. Researchers who generate original data will have reasonable right of first use for a short and well-defined period
- c. For potentially patentable research data please consult with the Intellectual Property Manager
- d. The legitimate interests of the subjects of research data must be protected
- e. Researchers are responsible for preparing research data to be made openly available (e.g. anonymisation) in order to meet University and Research Funder Open Access expectations
- f. Licences, exclusive rights, or terms of use for the management, sharing, publication or re-use of research data should not unnecessarily restrict access to the data, unless there is a legitimate reason
- g. A data access statement must be included in publications acknowledging publicly-funded research; describing where supporting data can be found and where appropriate, under what conditions they can be accessed
- h. If research data is accessed and re-used, the user must do so in a manner that respects the contexts and norms under which it was created, and include a data citation in the research publication, or any derived work
- i. Data which does not need to be kept for long-term preservation needs to be disposed of securely

**3.6 Researchers should, where applicable, seek to recover the direct costs of managing research data in the grant from the funder**

- a. In some instances, direct costs to manage research data can be requested as part of a grant application. In other instances the university is expected to meet the costs from overheads, if these can be recovered as part of the grant. Please check with the Research & Enterprise Development Team if you are unsure about the rules for a particular funder/scheme

**3.7 The University will provide the support, guidance and training to enable effective research data management throughout the research lifecycle (See Related Documentation)**

- a. Professional services staff will support Principal Investigators and researchers in managing their research data, developing appropriate data management skills, meeting their (legal, ethical, funder and institutional) requirements, and identifying sources of help

## 4.0 Policy Enforcement

School Research and Enterprise Committees govern and oversee research data management in Schools, and are responsible for compliance with the University RDM policy, school standards and procedures, and professional frameworks and standards.

## 5.0 Related Documentation

### 5.1 Policies

Related University policies can be found at: <http://www.salford.ac.uk/about-us/corporate-information/governance/policies-and-procedures>

- Information Framework
- Data Protection Policy
- Freedom of Information Policy
- Information Security Policy and Confidential Information Handling Guidance
- Information and Records Management Policy
- ICT Acceptable Use Policy
- Preservation Policy
- Intellectual Property Rights Policy (under development)
- Open Access Policy
- Ethics Policy (under development)

### 5.2 Advice and support:

- **Research Data Management Service** - Funder expectations, DMPs, Data Storage, Data Access, Data Organisation, Selection and Appraisal for Deposition, Data Curation, Publication and Citation, and details of resources and training - Contact [researchdata@salford.ac.uk](mailto:researchdata@salford.ac.uk) or 01612956707
- **Legal, Planning & Governance** - Information Security - Contact [ITSERT@salford.ac.uk](mailto:ITSERT@salford.ac.uk) or 01612955910. Retention and Disposal Guidance, Copyright, Freedom of Information, Data Protection - Contact [foi@salford.ac.uk](mailto:foi@salford.ac.uk) or 01612956856
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## 6.0 Appendices - none