Library and Learning Services
Open Research

Research Data Management Policy
Companion Guide

Policy reference	What do I do?
Researchers are expected to manage their data in accordance with applicable policies, including managing their data in a way to meet funder expectations for sharing and preserving data. **(2.1)**	Become familiar with relevant University and funder policies. **University policies** (others may also apply) Code on Good Research Practice Copyright policy Data Protection Policy Ethics Policy Export Controls Policy Information Security Policy Intellectual Property Code Open Research Position Statement Security-sensitive Research Policy **Funder policies** DCC's overview of funder policies about data
Data management plans (DMPs)[1] are expected for research activities that will underpin publications. **(2.2)**	Sign into DMPOnline with your Surrey credentials, select your funder's template (if none, check "no funder"), and write your DMP. *OR* Use your funder's template and write your DMP. Open Research can review DMPs that are part of a funding bid. Send your DMP to researchdata@surrey.ac.uk. Please allow ten working days for a review. DCC's DMP guidance and examples
Data supporting publications should be made available as openly as possible and in a timely manner. **(2.3)**	1. Identify what data will be shared. 2. Prepare the data and documentation. 3. Identify a repository or use Surrey's repository (more on this below.) 4. Apply a licence to your data. 5. Put your data's persistent identifier (e.g. DOI) in your publication. *For data that cannot be shared:* Seek your sponsor/funder's approval for delaying or withholding release of data. Exceptions are usually outlined in DMPs before the project begins. Most repositories can apply embargoes or restrictions to data.

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[1] Also called Output Management Plans or Software Management Plans.

Policy reference	What do I do?
Data should be deposited into a data repository whenever possible. Research data must be registered with the University (**2.4** and **2.5**).	**Repositories provide the best visibility, tracking, and safe keeping for your data.** 1. Identify a suitable repository or use Surrey's repository. See Scientific Data's recommended data repositories. 2. Prepare data (e.g. transform, de-identify, etc.) 3. Deposit the data and documentation. 4. Fill in the metadata record. • Comprehensive descriptions are more discoverable and will rank highly in search results. See UK Data Service's advice on study-level description. *If you have deposited your data in a repository other than Surrey:* 5. Send researchdata@surrey.ac.uk the link to your data record to register your data with Surrey. *If your data cannot be put in a repository:* Do the same as above but skip step 3. You can also contact researchdata@surrey.ac.uk about potential local solutions.
Research data that substantiate research findings or is of long-term value should be preserved for a minimum of 10 years (**2.6**).	Already shared your data in a repository and registered it with Surrey? If they have a preservation policy, then no further action is required. Unsure or have special requirements? Email researchdata@surrey.ac.uk. *Data should be preserved in a data repository, not on personal storage. If your data is not already in a repository follow the same steps as above:* 1. Identify what data should be retained. 2. Take actions to improve the long-term viability of the data (e.g. using open formats, creating documentation, etc.). 3. Use Surrey's repository or identify a suitable repository. 4. Deposit the data and documentation. 5. Send researchdata@surrey.ac.uk a link to the data to register it with the University. Skip this if you used Surrey's repository.
Publications should include a data availability statement outlining how and where data can be accessed (**2.7**).	**Data availability statements should include**: 1. Terms of access (if any). 2. Persistent identifier (e.g. DOI) linking to data in a repository. Or where the data can be found (e.g. a third party). 3. If data is restricted, a statement justifying why. *OR* If there is no data or all the data required to verify the findings appears within the publication, then the statement can simply say state there is no data or the data appears within the publication. Springer-Nature's examples of data availability statements.