

Research Data Management Procedure 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 "DCC Template") and write your DMP. Open Research can review DMPs if you send them to openresearch@surrey.ac.uk. Please allow ten working days for a review due to potential annual leave/sickness absence.
Data supporting publications should be made available as openly as possible and in a timely manner. (2.3)	DCC's DMP guidance and examples 1. Identify what data will be shared. 2. Prepare the data and associated documentation. 3. Take actions to improve the long-term viability of the data (e.g. by using open & non-priority formats, etc.) 4. Identify a repository or use Surrey's repository (more on this below.) 5. Apply a licence to your data, e.g. CC BY, CC BY-NC-SA, etc. About CC Licenses - Creative Commons 6. Request/reserve a persistent identifier (e.g. DOI) for your data. 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 access restrictions to data.

¹ Also called Output Management Plans or Software Management Plans.

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Data should be deposited into a data repository whenever possible. Research data must be at the very least registered with the University (2.4 and 2.5) by creating a metadata file in Surrey's repository.	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. <i>If you have deposited your data in an external repository other than Surrey:</i> 5. Create a metadata file in Surrey's repository and include an external LINK in the metadata file to wherever your data is deposited. Remember to include the access rights and licence conditions.
Research data that substantiate research findings or is of long-term value should be preserved for a minimum of 10 years (2.6).	<i>If your data cannot be put in a repository:</i> Still create a metadata file in Surrey's repository but state data access is Closed or Restricted stating any licence terms and conditions. If unsure or have special requirements? Email openresearch@surrey.ac.uk. <i>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.</i>
Publications should include a Data Access or Availability Statement (DAS) 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 a LINK to where the data can be found (e.g. a third party). 3. If data is unavailable or restricted, include 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 there is no data or the data appears within the publication. Springer-Nature's examples of data availability statements.