

Research Data Management

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Related policies:	Data Protection Policy Information Security Policy Code on Good Research Practice

Version History

Version	Author	Revisions Made	Date
1	Suzie Mereweather	First Draft	1 st June 2013
2	Suzie Mereweather	Steering Group amendments included	18 th June 2013
3	JN/SM	ADR amendments included	10 th Feb 2014

Approval History

Equality Analysis

Version	Reviewed by	Comments	Date
3	Jo McCarthy-Holland	No negative equality impact identified	15 th May 2014

Committee Sign Off

Version	Committee Name	Date of Sign Off
3	Executive Board	2 nd June 2014

1	Introduction
	The University of Surrey recognises that effective management of research data is a vital part of good research practice and that the outputs resulting from research are key assets which should be managed in a way that provides most benefit to the individual researcher and to the University. Research data is one such output. The University also recognises that sharing research data appropriately can contribute to the impact of research, increasing the visibility of research and improving the overall quality of research through reinforcing open enquiry.
1.1	Purpose
	This policy provides a strategic framework for the management of data generated by research projects. It sets out how research data at the University of Surrey should be managed throughout its lifecycle to ensure its authenticity, reliability and accessibility for re-use as appropriate in order to comply with legislation, best practice and funder requirements.
1.2	Scope
	This policy applies to all research data which has the potential for publication, regardless of whether the research is funded or unfunded. It applies to all researchers, but is unlikely to apply to Undergraduate research except in exceptional circumstances.
1.3	Equality Analysis
	The University is strongly committed to equality of opportunity and the promotion of diversity for the benefit of all members of the University community. The University's approach is to promote equality across the full range of its activities, in employment, teaching and learning and as a partner working with and within local, national and international communities. Equality Analysis is a process which examines how the impact of the policy has been considered on the diverse characteristics and needs of everyone it affects. This policy has been reviewed and no negative impact on equality has been identified.
1.4	Definitions
	The University of Surrey considers research data to be any material collected, observed or created for the purpose of analysis and on which research conclusions are based The University of Surrey defines researchers as members of the University, including staff, doctoral and post-doctoral students, and those who are not members of the University but are conducting research on University premises or using University facilities.
1.5	Legislative context
	Research Councils UK expects researchers to comply with a set of principles surrounding the management of research data (full Principles in appendix A or at http://www.rcuk.ac.uk/research/datapolicy/ Individual research councils have also published clear expectations regarding data management of organisations in receipt of research funding
1.6	Health & Safety Implications
	There are no health and safety implications for this policy.
2	Policy
2.1	Principles
	<ol style="list-style-type: none"> 1. Research data will be managed throughout the research data lifecycle in accordance with the University's policies, guidelines and standards, and funder, legislative and ethical requirements. 2. Any research activity where research data may be created or re-used must include at

	<p>the outset a data management plan or protocol that addresses how data will be captured, managed, retained, shared, published and how the integrity and confidentiality of data will be maintained.</p> <ol style="list-style-type: none"> 3. Data should be made available for access and re-use where legally, ethically and commercially appropriate within 12 months 4. Data must be retained in an appropriate format for a period of at least 10 years from the award or from the date of any publication which is based on that data. Where specific regulations to data retention apply, data should be retained in accordance with these regulations especially where the required retention period is longer. 5. Data of interest to future research, including data that substantiate research findings, will be offered for deposit in an appropriate external data service or repository. 6. All data which is created as part of research at the University of Surrey must be registered with the University, even if the data is hosted elsewhere (for example in an external repository) 7. Published papers should include a statement describing how, and on what terms, supporting research data may be accessed.
2.2	Procedures
	<ol style="list-style-type: none"> 1. The University will provide training, support, advice and guidance regarding research data management through existing researcher development training programmes and web-based guidance. <ol style="list-style-type: none"> a. An overview of current procedures and available support is available at http://www.surrey.ac.uk/surreynet/departments/res/data-management/index.htm 2. The University will provide mechanisms and services for storage, backup, registration and retention of research data during a research project and after its completion. <ol style="list-style-type: none"> a. Principal Investigators must discuss data storage requirements with the relevant Faculty IT team at the bid stage of a research project as part of their data management planning. 3. The University will provide advice and guidance regarding deposit of research data in an appropriate external repository. <ol style="list-style-type: none"> a. Information regarding suitable places of deposit will be kept up to date at https://www.surrey.ac.uk/surreynet/departments/res/data-management/finishing/index.htm
3	Governance & Directory Requirements
3.1	Responsibility
	<p>Heads of Departments/Schools and others responsible for research staff and students are responsible for ensuring that researchers in their areas are aware of the University's policy and supporting guidelines and procedures regarding research data.</p> <p>Principal Investigators for each research project are responsible for ensuring all members of the research team abide by the University's research data management requirements.</p> <p>Principal Investigators for each research project are primarily responsible for the creation of an appropriate research data management plan and for ensuring that all members of the research team are aware of and abide by the plan.</p>

	Faculty IT Departments are responsible for providing advice and guidance on storage and backup of research data before and during a research project.
3.2	Implementation / Communication Plan
	The University intends that an evolutionary approach will be taken to implementing the Policy over a number of years in accordance with the University's Research Data Management Roadmap to 2015.
3.3	Exceptions to this Policy
	As data management requirements are set by the research sponsor any exemptions to this policy should be explicitly approved by the sponsor. External researchers may be exempted from this policy with approval from the relevant Principal Investigator.
3.4	Supporting documentation
	Ethical Guidelines for Teaching and Research, University Ethics Committee
	Code on Good Research Practice
	Records Retention Schedules, Information Management webpages
	Data Protection Policy
	Information Security Policy
	Research Data Management Roadmap to 2015