

## Outline of a Research Data Management Policy for Australian Universities / Institutions

### ***This documents purpose:***

*This document is intended as a basic starting point for institutions that are intending to write, or update, their research data management policy. It is intended to be informative, not prescriptive.*

### **Basic headings**

Possible parts of a research data management policy have been included here. It is understood that each institution will have its own method/template for writing policies. Many of the things outlined here may not be included in the formal policy but may be addressed with accompanying procedures or guidelines.

### **Why have a research data management policy or policies?**

All Australian universities have signed up to the Australian Code for the Responsible Conduct of Research (referred to hereafter as 'The Code' and can be accessed here:

<http://www.nhmrc.gov.au/files/nhmrc/file/publications/synopses/r39.pdf>).

Section 2 of The Code states that "*Policies are required that address the ownership of research materials and data, their storage, their retention beyond the end of the project, and appropriate access to them by the research community*"

Data management can mean many different things. It includes the following activities which are involved when handling data:

*Data policy*

*Data ownership*

*Data documentation and compilation*

*Data quality, standardization, harmonization and audit*

*Data life-cycle control*

*Data custodianship*

*Data security and access constraints*

*Data access, data sharing and dissemination/licensing arrangements*

*Data publishing*

*(taken from the NLWRA Module 2:Data Management Principles which can be accessed here: <http://nlwra.gov.au/files/pages/2613/module-2-data-management-principles.pdf> )*

### **Name of Policy**

This should be clear, concise and informative without including acronyms or abbreviations. Consider the terms that may be used to search for this policy, e.g. 'Research Data Management Policy', 'Research Data Ownership Policy' etc.

### **Policy Purpose**

This is a short statement that outlines what is to be achieved by having this policy. There may be a single 'Research Data Management Policy' that encompasses all the points listed above, or the institution may decide to have separate policies to address different parts of research data management e.g. data ownership or data storage.

### **Key Principles or Objectives**

This addresses the objectives of this policy. Look at the definitions / inclusions in data management that are quoted above.

### **Definitions**

Define all terms that you are using. This may include such things as 'Archive', 'Institution Repository', 'Disposal' etc.

### **Exceptions**

Outline situations where this policy may not apply, or define what is not covered in this policy e.g. research data does not include local administration data etc.

### **Application & Responsibilities**

Who this policy applies to, e.g. all staff, all academics, etc, and what they are their responsibilities under this policy, e.g.:

#### *- Researchers*

What are the specific responsibilities of researchers under this policy?  
(Sections 2.5 – 2.7 of The Code address this.)

#### *- Student Researchers and their Supervisors*

What are the specific responsibilities of student researchers and their supervisors under this policy?

#### *- Institution*

What are the specific responsibilities of the institution under this policy?  
(Sections 2.1 – 2.4 of The Code address this.)

### **Period of Retention of Research Data and Records**

As a starting point this needs to align with the periods set out in section 2.1.1 of The Code, any local or state archives Acts as well as discipline specific norms.

### **Storage of Research Data and Records**

Detail where and how research data and records are to be stored. These may be digital (e.g. files, datasets, photos, recordings etc) or physical objects (e.g. paper, artifacts etc).

Section 2.1 of The Code states that: *"Each institution must have a policy on the retention of materials and research data."*

### **Security and Protection**

Which records are required to be kept in secure conditions and how and where this is to happen.

Section 2.2 of The Code states that *“Institutions must provide facilities for the safe and secure storage of research data ...”*

### **Access to Research Data and Records**

Who has access to the data and in what manner? This may differ depending on the type and sensitivity of the data.

Section 2.4 of The Code states that *“Each institution must have a policy on the ownership of, and access to, databases and archives ...”*

In addition section 2.5.2 mentions that *“Research data should be made available for use by other researchers unless this is prevented by ethical, privacy or confidentiality matters.”*

### **Removal or Movement of Data and Records**

By whom? What will be moved? From where to where? When and how will this happen?

### **Destruction of Records**

Who will do this? What will be destroyed? Where, when and how will this happen?

Section 2.1.2 of The Code states that *“A policy is required that covers the secure and safe disposal of research data and primary materials when the specified period of retention has finished.”*

### **Data Ownership**

The ownership of research data produced at the institution may be covered in this policy, or in a related one.

Section 2.2.1 of The Code states: *“There must be a policy on research data ownership and storage. This policy must cover all situations that arise in research, including when researchers move between institutions or employers and when data are held outside Australia.”*

In addition section 2.3 of The Code states that *“Each institution must have a policy on the ownership of research materials and data during and following the research project.”*

### **Collaborative Research Projects**

When collaborative research projects are undertaken ownership of data must be established before a project begins.

Section 1.2.4 of The Code states *“There must be a clear policy on collaborative research projects with other organizations, which requires arrangements to be agreed before a project begins. As a minimum, these arrangements should cover ... intellectual property... and ownership of equipment and data.”*

### **Special Requirements**

These may include specific requirements around some or all of the following (and possibly more):

- Laboratory Notebooks
- Patents

- Privacy
- Research Involving Human Participants
- Sponsored Research - Conditions of Award (Grant or Contract Research)
- Archival Value
- Discipline Specific Practices or Codes
- Research and Data Collection in Indigenous Communities
- Ethnographic Data

### **Where To Get Advice**

Where in the institution to go for advice about things covered in this policy.

### **Register of Research Data & Records Stored in Department**

This is a requirement under The Code.

Section 2.2 states that *“Institutions must provide facilities ... for maintaining records of where research data are stored.”*

Section 2.6.4 states that researchers must *“Retain research data, including electronic data, in a durable, indexed and retrievable form.”* And Section 2.6.5 that they must *“Maintain a catalogue of research data in an accessible form.”*

### **Related Policies**

What other institutional policies are related to this one. This may include such things as the institutions policy on copyright or research ownership.

### **Related Documents / Schedules**

What other institutional or external documents are related to this policy e.g. The Australian Code for the Responsible Conduct of Research or the institutional research data management guidelines or procedures.

### **Related Legislation**

Commonwealth, state, local and institutional laws that affect this policy. This may include such things as state archive acts.

### **Commencement Date**

When does this policy come into effect?

### **Review date**

When is this policy due to be reviewed?

### **Policy manager**

This person/position is responsible for this policy. Usually someone who directly reports to the Vice-Chancellor.

### **Policy contact**

The person who has direct functional responsibility and accountability for all areas of work that are covered by the policy, and its related procedures. Alternatively it can be the person who directly reports to the policy manager.

## Approval Authority

Which committee/board is responsible for the policy approval/amendments?



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