



Management of Research Data Policy

CU-RIO-POL-4.0 – V8

The University supports the broad global consensus that publicly funded research data should be made openly available as soon as possible with as few restrictions as necessary.

The purpose of this policy is to comply with best practice in open research, including external funder requirements for managing data sets resulting from funded projects.

Good research data management (RDM) enables research data to be securely stored, shared where appropriate, and allows the verification of findings and supports digital preservation. In addition, the University acknowledges the role that good research data management can play in underpinning and realising its vision to be recognised globally for the quality of its research.

Ownership of Data

Where research is carried out under a grant or contracts, the terms of the agreement will determine ownership and rights to exploit the data.

Where no external contracts exist, the University normally has ownership of primary data generated during research undertaken by researchers in its employment.

Policy Scope and Definitions

This policy applies to all research conducted by University staff and research students regardless of whether the research is externally funded.

The definition of research data for the purpose of this policy is digital or analogue information that is collected, observed, created or reused to produce, validate and enrich research findings and conclusions, as defined by the UKRI's [Concordat on Open Research Data](#).

Researchers are responsible for:

1. Managing data during any research project or programme lies with either Principal Investigators (PIs) or individual researchers (academic staff or postgraduate research students) working on their own.
2. Where individual early career researchers manage data, their PI or primary supervisor must have oversight of data management and retain accountability, as the data owner (and the data controller when personal data are collected) on behalf of the University. **This must include** the creation and maintenance of a [Data Management Plan](#) submitted via [DMPOnline](#).
3. Choosing methods, platforms, and services for managing data that are affordable through the research grant and comply with University policy and procedures, and any applicable funder or external data controller requirements. Data that can be made publicly accessible should be deposited in CORD in CERES, Cranfield's institutional repository.

4. Familiarity with University RDM solutions as well as disciplinary tools and infrastructure available to them, including their full costs, terms and conditions, to make optimal choices for active and archived research data.
5. Complying with the [Cranfield University Privacy Policy](#) and [Data Protection Policy](#).
6. Having a written [data management framework](#) when collaborating with any external partner.
7. Following [FAIR data principles](#). Managing their data to ensure that it is accessible (as appropriate) and fit for purpose, for a duration of 10 years after project completion, or longer if specified by the funder.
8. Ensuring that any research data is passed on to their supervisor/line manager (to someone with relevant clearance to see the data, where necessary) before they leave the University.
9. Informing the University if their research data is stored in a location other than CERES. This should be done by contacting Library Services via researchsupport@cranfield.ac.uk.

The Library is responsible for:

1. [Training and guidance on best practice](#) in research data management.
2. Maintenance of the [institutional repository](#), including governance.
3. Monitoring and reporting of compliance with the terms of this policy.

Related policies:

[Open Research](#)

[Intellectual Property](#)

[Laboratory Notebooks](#)

Document control

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Document Review

Version	Amendment	By	Date
V3	Updated in line with new branding.	RIO	23.11.16
V4	Under Data Management, inclusion of requirement for a data management plan.	Library	6.11.17
V5	Full revision of policy.	Library	03.02.20
V6	Update of policy in line with new UKRI OA Policy. Document control updated with details of new PVC R&I	Library	27.01.22
V7	Full revision of policy	Library	18.08.23
V8	Full revision of policy	Library	16.09.24