



Management of Research Data Policy

CU-RIO-POL-4.0 – V5

The purpose of this policy is to comply with external funder requirements for managing data sets resulting from funded projects, and to provide guidance and support on the responsibilities of the University and its staff in managing and preserving current or future research data

Good research data management enables research data to be securely stored, shared where appropriate, 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 exists, the University normally has ownership of primary data generated in the course of 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 or not the research is externally funded.

Research data are the evidence that underpins the answer to the research question, and can be used to validate findings regardless of its form (e.g. print, digital, or physical). These might be quantitative information or qualitative statements collected by researchers in the course of their work by experimentation, observation, modelling, interview or other methods, or information derived from existing evidence.ⁱ

Researcher Responsibilities

The Principal Investigator (PI)/ Data Steward of a project has ultimate responsibility for research data management and should ensure that a Data Management Plan (DMP) is written before the research commences. Data Management Plan guidance is available from the University's Research Data Management guidanceⁱⁱ. In practice the day-to-day management of research data may be shared with other researchers involved in a project.

For most publicly-funded research, a DMP must be written when a proposal is submitted, otherwise it should be written in the early stages of the project, and regularly reviewed. Research students must complete a DMP before starting data collection, to be checked at review meetings.

Researchers should take into account any likely costs for storing and managing their research data during the lifetime of the project. The time and cost for storage and management should be explicitly

written into research applications, including instances where data will need to be made publicly available or curated for many years beyond the project lifetime.ⁱⁱⁱ

In line with best practice, metadata (structured information about the dataset) should be recorded and made available as required by the funder, according to their required timeframe. The metadata should be in sufficient detail to enable other researchers to understand the potential for further research and re-use of the data where appropriate.

Published results should always include a statement on how and on what terms supporting data may be accessed. Where the research data are in the form of a digital object, it is expected that the statement and metadata will include use of a robust persistent link (e.g. a DOI).

Data curation: Researchers are responsible for managing the 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.

Except where this is a condition of a grant or contract, exclusive rights to research data must not be assigned, licenced or otherwise transferred to external parties.

Where research is conducted in collaboration with external research partners, the researcher should work with the Contracts team in RIO to ensure that suitable agreements for the ownership and use of research data are established and agreed in writing by the parties concerned before the project starts.

If the PI leaves the University either during the course of the Research or after its completion, they must pass on the stewardship of any research data created during their employment before their departure, which may include transfer to their next institution where agreed by all parties. In the absence of an agreed successor for the data the stewardship will devolve upwards to the relevant Director of Research.

Data should not be stored outside of the European Economic Area unless specific security controls are in force.

Research Student and Supervisor Responsibilities

It is the responsibility of students and their supervisors to ensure that data management is planned and documented at the outset of the research project.

It is the responsibility of both the student and their supervisor to ensure that any third party funded research data is passed on to their supervisor before the student leaves the University.

The University's Responsibilities

The University will support data curation with the provision of a guidance service and a data repository (Cranfield Online Research Data or CORD) to maximize the retrieval, sharing and re-use of data sets.

The University will preserve and provide access to research data, beyond the duration of a research activity and in accordance with specific retention requirements.^{iv}

The University provides a research data repository to allow researchers to openly publish their data.^v

Data Sharing

Your data management plan should typically include: how data will be handled and stored during the project; where data will be kept after the project, and what documentation will accompany it; who may have access to the data, and on what terms. Researchers should ensure that provision is made in research proposals for data to be managed and stored in a discoverable location, in line with the requirements of the specific funder(s). Where no funder repository is available, the institutional data repository, CORD, should be used. Where data are withheld, there should be a specific statement about why in any published document(s) and records, e.g. for legal, ethical or commercial reasons.

Other Considerations


Compliance

Data may be published openly, so must be compliant with current legislation, e.g. Data Protection and Freedom of Information Acts. The management of data must adhere to all other University policies, procedures and standards.

Risk Assessment

Prior to publication, consideration should be given to intellectual property, copyright and commercial considerations.

Document control

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Name	Professor Tom Stephenson
Title	Pro-Vice-Chancellor, Research and Innovation

Document Review

Version	Amendment	By	Date
3	Updated in line with new branding.	RIO	23.11.16
4	Under Data Management, inclusion of requirement for a data management plan.	Library	6.11.17

5	Full revision of policy.	Library	03.02.20
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ⁱ 2016. UKRI. Concordat on Open Research Data.

<https://www.ukri.org/files/legacy/documents/concordatonopenresearchdata-pdf/>

They may include, for example, statistics, collections of digital images, sound recordings, transcripts of interviews, survey data and fieldwork observations with appropriate annotations, an interpretation, an artwork, archives, found objects, published texts or a manuscript. The primary purpose of research data is to provide the information necessary to support or validate a research project's observations, findings or outputs.

ⁱⁱ <https://library.cranfield.ac.uk/knl/research-data-management>

ⁱⁱⁱ UKRI and other funders have formally stated that costs relating to the storage and management of research data are legitimate costs and can be included within a research proposal. These costs can generally only cover the lifetime of the grant so any work needed to make the data available for sharing at the end of the project should be built into the proposal. This is not covered by all funders, please check your specific funder guidance.

^{iv} UKRI and other funders require that research data is preserved after the end of a project (typically for at least 10 years). There is a cost to the technical curation of data which cannot be built into project funding.

^v The University Research Data Repository, CORD, offers a means for Cranfield's researchers to openly share their research data. Each deposit is accompanied by appropriate metadata and is assigned a unique Digital Object Identifier (DOI) via the DataCite scheme.