



Management of Research Data Policy

CU-RIO-POL-4.0 – V4

The purpose of this policy is to comply with external funder requirements for managing data sets resulting from funded projects. 'Data set' here includes any factual material collected and retained during the project and needed to validate the findings, in digital and other formats. Conformance with this policy is the responsibility of the Principal Investigator or the person having overall responsibility for the project.

Data Management

Researchers should ensure that provision is made in research proposals for data collection, storage and ongoing preservation/management for the period determined by the funding body, and that the costs of doing so are fully taken into account in the bid submission through discussion with relevant support and service functions where necessary. For most publicly-funded research, a data management plan (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.

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. The University will support this 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.

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

For help on data management issues see the Research Data Management pages on the University intranet at: <https://intranet.cranfield.ac.uk/rntp/rdm>

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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Document Review

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