

RESEARCH DATA MANAGEMENT POLICY

Purpose and Context

In 2011, Research Councils UK (RCUK) adopted seven common principles to provide an underpinning for individual Council policies on research data. The guiding principle for this development is that:

Publicly funded research data are a public good, produced in the public interest, which should be made openly available with as few restrictions as possible in a timely and responsible manner that does not harm intellectual property.

The University of Huddersfield recognises that research data are a public good and that access should not be restricted unless there are clear legal, ethical or commercial constraints.

This policy applies to any data that is created or acquired in research (funded or unfunded) involving staff and/or students of the University.

Scope

This policy applies to all staff including academics, staff and students who generate research data that underpins research outputs.

1 Introduction

- 1.1 There is no single definition of what constitutes research data; specific definitions apply within individual disciplines. However:
 - A 2008 HEFCE-funded report defines research data as “the evidence base on which academic researchers build their analytic or other work”
 - The Australian National Data Service describes research data as “the data, records, files or other evidence, irrespective of their content or form (e.g. in print, digital, physical or other forms), that comprise a research project’s observations, findings or outcomes, including primary materials and analysed data”
- 1.2 These indicate that ‘research data’ encompasses a wide range of types of content and format and is generated in all disciplines. In addition, the 2011 RCUK statement “Common Principles on Data Policy” was supported by all Research Councils.
- 1.3 This Policy therefore applies across all areas of Huddersfield research.

2 Policy

- 2.1 The University of Huddersfield recognises that research data are a public good and that access should not be restricted unless there are clear legal, ethical or commercial constraints.
- 2.2 This policy applies to any data that is created or acquired in research (funded or unfunded) involving staff and/or students of the University.
- 2.3 For the purpose of the Policy, for all relevant research projects, the University of Huddersfield participants should nominate, in advance, a principal investigator (Principal Investigator) for the University, who will take responsibility for ensuring good research data management practice.
- 2.4 Should the Principal Investigator leave the University or be unable to continue in the role before all his/her duties relating to the data have been discharged, it is the responsibility of his/her Head of School to appoint a replacement.
- 2.5 Research data will be managed to the highest standards throughout the research data lifecycle as part of our commitment to research excellence with impact as expressed in the University Research Strategy.
- 2.6 All Relevant Data, and the intellectual property rights therein, are subject to the University's intellectual property policy (Intellectual Property Policy). They are generally the property of the University (and/or, where relevant, a subsidiary company), unless agreed otherwise e.g. in relation to commercially sensitive data that are subject to a third-party agreement.
- 2.7 Responsibility for research data management through a sound research data management plan during any research project or programme lies primarily with Principal Investigators (PIs).
- 2.8 All funded (internal and external) research proposals must have a research data management plans or protocols that explicitly address data capture, management, integrity, confidentiality, retention, sharing and publication.
- 2.9 The University will provide training, support, advice and where appropriate guidelines and templates for research data management based on recognised standards.
- 2.10 The University will provide mechanisms and services for storage, backup, registration, deposit and retention of research data assets in support of current and future access, during and after completion of research projects.
- 2.11 Any data which is retained elsewhere, for example in an international data service or repository should be registered with the University via Research and Enterprise.
- 2.12 Research data management plans must ensure that in a timely manner research data are available for access and re-use where appropriate and under appropriate safeguards.

- 2.13 The legitimate interests of the subjects of research data must be protected.
- 2.14 Where the nature of a Relevant Project is such that the ownership of Relevant Data might be ambiguous – for example, in a multi-partner collaboration – it is the responsibility of the Principal Investigator to ensure that the ownership of, and intellectual property rights in, all data are agreed formally in advance, paying due regard to the University's intellectual property policy, and relevant third-party agreements.
- 2.15 Exclusive rights to reuse or publish research data should not be handed over to commercial publishers or agents without retaining the rights to make the data openly available for re-use, unless this is a condition of funding.
- 2.16 Published results from the research data should include information on how to access the supporting data.
- 2.17 All research data should be discoverable for effective re-use by others and correct metadata standards should be adhered to and will be recorded within Pure.
- 2.18 Research and Enterprise will be responsible for reviewing and updating the policy on behalf of the University Research Committee.

POLICY SIGN-OFF AND OWNERSHIP DETAILS	
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Version	Date	Revision description/Summary of changes	Author
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V1.0	Mar 2015	Original Draft (approval required)	CLS