**Research Data Management**

Draft Policy

Please note that this proposed policy on research data management covering data generation, back-up, archiving, preservation, sharing and protection of College copyright and IPR was originally generated by ICT with input from the Library and the Research Office.

An earlier draft has been reviewed by the College Research Committee and Faculty Research Committees to allow consideration of academic and some changes made in the light of their feedback. Further changes have been made after consultation with faculty representatives.

The policy will require further discussion, particularly with our academic colleagues, and possibly further amendment to ensure that it:

* is what College believes is necessary
* will meet the requirement of EPSRC, for a policy by May 2012 with implementation by May 2015
* will meet the requirement of other funding bodies e.g. MRC which expects current studies to be able to show, by May 2012, progress towards data preservation and sharing
* is not so onerous that academic colleagues will ignore it
* is easy to use and that the necessary support mechanisms are in place.

It is recommended that the policy be reviewed at the end of the first year of its operation.

It is recommended that the policy be owned by the Office of The Pro-Rector Research.

1. G. Spirling/ P. Allatt

July 2012

**OFFICE of PRO-RECTOR RESEARCH**

**POLICY on RESEARCH DATA MANAGEMENT**

This policy is designed to ensure that all research data, be it originally generated or provided by government or commercial organisations, is appropriately managed to meet the legal, statutory, ethical and or commercial requirements of the provider and to ensure that research results can be reproduced in the event of a query.

Where possible, and subject to appropriate safeguards, data generated from publicly funded research should be subsequently stored on a public repository and made sharable, and discoverable, by other researchers as required by the Research Councils.

The College recognises that some data, from Government and Commercial sources, will not be shareable due to the agreements under which it was obtained.

The College recognises that the requirements of this policy will place an additional burden on PIs. In order to minimise this, appropriate help and guidance, human and electronic will be provided.

The policy has been approved by the College Research Committee.

1. As part of Imperial College’s commitment to research excellence, it is required that research data be managed to the highest standards throughout their lifecycle. This covers active and archived data, be it original data generated as part of the project, or third party research data from elsewhere.
2. Responsibility for the proper management of research data lies with the Principal Investigator (PI). Such management is essential to avoid disruption to the research program due to loss of data and to ensure published results can be reproduced, using the original data, in the event of a query. Failure to properly manage the data could bring the Group, the Department, the Faculty and/or the College into disrepute.
3. The legitimate interests of the subjects and owners of the research data must be protected. Where third party research data from elsewhere is used, the source of that data must be acknowledged and the access conditions followed.
4. Unless it is a condition of funding the PI must ensure the College retains the rights to make the data openly available for re-use and not relinquish exclusive rights to reuse or publish data to commercial publishers or agents and this should be indicated in the Data Management Plan.
5. It is the responsibility of Heads of Department to ensure adherence to this policy and remind PIs of their responsibilities.
6. Where a research bid proposal, submitted to Faculty Research Services Managers, involves analysis of new or original data, it must have an associated Data Management Plan based on the College standard template which follows the recommendations of the Digital Curation Centre.

Such plans will of necessity be living documents and cover: data capture, file formats naming conventions, confidentiality, integrity, access permissions, backup regime, archiving, retention policies, documentation, metadata, unique identifiers, sharing and disposal. The PI will be expected to identify publicly funded data which should be archived and shared and the associated access permissions and controls, i.e. full public access, restricted access, and other conditions e.g. licensing.

1. It is the responsibility of the PI, via the Data Management Plan, to indicate how funding for the long term archiving and sharing of data will be provided. Bidders for research grants should request such funds.
2. It is the responsibility of the PI to identify those data which it is necessary to retain to validate research findings.
3. It is the responsibility of the PI to identify those data, primarily publicly funded, that may be shared via public repositories. It is recognised that for some data an embargo may be necessary before sharing and for other data, commercial terms and conditions, legal, ethical and IPR issues may preclude any sharing.

1. Sharable data should be submitted to the most relevant ‘discipline specific’ repository. If such does not exist the data should be submitted to the College data repository.

For audit purposes the College Records Officer must be informed of the location of the data and the conditions associated with it.

1. To facilitate finding and uniquely identifying shared data each data package must have associated with it appropriately comprehensive metadata and a Digital Object Identifier (DOI) or other unique identifier.
2. E-theses submitted to the Library for publication on the College repository must include the associated Data Management Plan, data and metadata. The data will be made available for sharing subject to any embargo placed on the data by the PI/College/Funder.
3. Pre-prints submitted to the Library for publication on the College repository must include links to the associated supporting data regardless of where they are stored. The data will be made available for sharing subject to any embargo placed on the data by the PI/College/Funder.
4. The College will provide training, advice, support, guidelines and templates for the creation of research Data Management Plans, the subsequent management of that data and the assignment and registration of metadata and obtaining DOIs.
5. The College will provide mechanisms and services for storage, backup, DOI registration, metadata minting, depositing and sharing of research data assets in support of current and future access, during and after completion of research projects.
6. The Research Services Offices should ensure that at the end of a project the Data Management plan is properly completed and closed.
7. The Research Office will be responsible for demonstrating that College is compliant with the requirements of the Research Councils e.g. EPSRC, and other funding bodies, for the preservation and sharing of data.