

Oxford Brookes University Research Data Management Policy

The University accepts that “Research Data” can exist in many forms, from large digital data sets, images and audio files of various formats, through to art installations and hardcopy laboratory note books. As such this policy is designed to encompass all research themes across the University

1. Introduction

1.1. The University Research Data Management Policy will:

- Support the University’s mission for “the creation, dissemination and curation of knowledge”;
- Support research excellence across the University;
- Guide and help the University and researchers implement external requirements for collection, management, security and retention of research data;
- Comply with legislation relating to the security, storage, processing and disclosure of research data;
- Encourage the development of the appropriate infrastructure, systems, services and training to enable implementation of the policy;
- Protect the legitimate interests of the University, of research data subjects and of other parties;
- Acknowledge differing practices in different disciplines;
- Support appropriate openness and transparency, and ensure accountability for the use of public funds.

1.2. Data encompasses not just datasets (digital or otherwise) but art work, recordings, videos or any other form of data that researchers collect on the course of undertaking their research.

1.3. Similar principles will apply to all types of data – digital data and non-digital data (eg Laboratory note books, questionnaires etc). The University has no plans centrally to digitise hardcopy data other than on an *ad hoc* basis.

2. The Policy

The following applies to staff, research students and visiting academics. Supervisors of research students need to work with those students to help them comply with the policy.

2.1. Research data should be managed to the highest standards throughout the life of the research data as part of the University’s commitment to research excellence.

2.2. Responsibility for research data management through implementation of a sound research data management plan during any research project or programme lies primarily with Principal Investigators (PIs) or lead researchers. Directors of Studies will be expected to guide research degree students in the management of their data. It is expected that the same data standards are applied to internally funded research projects as well as externally funded ones. PIs will be provided with the appropriate tools and infrastructure to enable them to manage their data successfully, including where appropriate physical as well as digital storage capabilities.

2.3. All newly awarded research projects should include research data management plans or protocols that explicitly address data capture, management, integrity, confidentiality, retention, sharing and publication.

- 2.4. The University will work to 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. The University will also work to provide services to support the information management and organisation of research data including metadata descriptions.
- 2.5. The University will work to provide mechanisms to enable staff and research students to collaborate more effectively by providing solutions to enable better, and secure, sharing of data.
- 2.6. It is expected that final research data are available for open access and re-use where appropriate and under appropriate safeguards. There will be opportunities for data to be kept confidential but it is expected that this will be the exception not the rule. Final research data is assumed to mean data prepared to enable a third party to mine and exploit. Researchers should be aware that published research outputs should include a short statement describing how and on what terms any supporting research data may be accessed. Data should be made available via persistent identifiers (eg DOIs not URLs).
- 2.7. Final research data will be offered and assessed for deposit and retention in an appropriate, subject-specific national or international data service or domain repository, or a University repository (ie Oxford Brookes Repository). The data in the Oxford Brookes Repository will be kept for a minimum of ten years or ten years from when the last request to access was made.
- 2.8. Any final research data which is retained elsewhere, for example in an international or national data service or domain repository should be registered within the University.
- 2.9. 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.
- 2.10. When staff leave it will be expected that they will leave their data behind them, although it will often be the case that the University will be happy for them to take copies of that data before they leave. The University will expect to discuss how best to keep/curate the material with the member of staff before they leave, so that the data is maintained/supported in the most appropriate way.

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