



UNIVERSITY OF  
PORTSMOUTH

# RESEARCH DATA MANAGEMENT POLICY

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Research Data Management Policy April 2015			
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<http://policies.docstore.port.ac.uk/policy-167.pdf>

# RESEARCH DATA MGT POLICY

## SUMMARY

### What is this Statement about?

Research Data Management, including achieving, long-term preservation and open access.

### Who is this Statement for?

This Policy applies to all University of Portsmouth research.

### How does the University check this Statement is followed?

Research publications produced by University of Portsmouth researchers need to be registered with the Pure online system in order for them to be eligible for the next Research Excellence Framework (REF) due in 2021. The Library systematically (usually weekly) checks whether the underlying research data set/s related to these publications have also been made open access. They contact the authors if the data set/s appear to be missing.

### Who should I contact if I have any queries about this Statement?

[Emily.davey@port.ac.uk](mailto:Emily.davey@port.ac.uk)

For further information, please see the associated guidance, available at

<https://library.port.ac.uk/researchdata.html>

This Policy is aligned with the research data policies of major funders, such as the UK Research and Innovation (UKRI) funding councils.

# Research Data Management Policy

## Definitions

For the purpose of this Policy, these terms are defined as follows:

A **'Data Management Plan'** (DMP) typically states what research data are likely to be created as a result of certain research activities and outlines the plans for sharing, dissemination, storage, preservation, eventual (possible) destruction of such research data. A DMP might take the form of a stand-alone document or be part of a research funding application, or research design protocol (for ethical review).

The **'Data Steward'** is the most senior University of Portsmouth Researcher (staff member) associated with the research. The Data Steward should be identified in the DMP. This is typically the Principal Investigator (PI) or, for a larger body of research work, it may be the Research Lead (e.g. Professor of the research team), or in the case of postgraduate research student (PGRS) projects it is typically their (First) Supervisor.

**'Open Access'** means that research data are made available such that they can be accessed and used by the general public and other organisations, without cost to the user.

The **'Regulatory Environment'** includes all applicable legislation, contractual or funder obligations, and ethics and other policy requirements. Examples of items to be considered within the regulatory environment include – but are not limited to – the following:

- Legislative: General Data Protection Regulation (GDPR) and Freedom of Information Act.
- Contractual: Funding terms and conditions, collaboration agreements (e.g. with external companies or other institutions), third party licenses (e.g. when reusing data generated elsewhere), material transfer agreements, confidentiality agreements, and studentship agreements.
- Ethical: Ethical review procedures, and participant consents.
- Policies: University policies, such as Intellectual Property (IP) Policy, Copyright Code, Ethics Policy, Information Security Policy, Data Protection Policy, Retention Policy, ICT Acceptable Use Policy and the Procedure for the Investigation of Allegations of Misconduct in Research. It also includes the UK Research Integrity Office's (UKRIO) Code of Practice for Research, which has been adopted by the University.

**'Research'** (in accordance with the Research Excellence Framework (REF) 2014 definition) *means a process of investigation leading to new insights. It includes work of direct relevance to the needs of commerce, industry, and to the public and voluntary sectors; scholarship; the invention and generation of ideas, images, performances, artefacts including design, where these lead to new or substantially improved insights; and the use of existing knowledge in experimental development to produce new or substantially improved materials, devices, products and processes, including design and construction. It excludes routine testing and routine analysis of materials, components and processes such as for the maintenance of national standards, as distinct from the development of new analytical techniques. It also excludes the development of teaching materials that do not embody original research.*

**'Research Data'** are information created or collected in pursuit of research activities, which may be in digital or physical formats. All subject areas and disciplines have research data. This includes all data that has been collated and transformed (e.g. placed in databases for analysis), and in general all data upon which the process of research has actively impinged. This includes all definitive records of information collected from and about living human subjects, all experimental and survey results data, all records of relevant ephemeral events (performances, exhibits, etc). It excludes research notes (except when these are the primary location of types of data defined above), transcriptions of information that remains accessible elsewhere in a digital format, and in general any records of information that would be accessible to a third party by following information provided in footnotes or references to the published research.

## The Policy

1. **What does this Policy apply to?** This Policy applies to all University of Portsmouth research.
2. **Responsibility:** The Data Steward is ultimately responsible for the management of research data throughout all stages of the research.
3. **Regulatory Environment:** The Data Steward is responsible for ensuring that the research adheres to all applicable requirements and conditions imposed by the Regulatory Environment.
4. **Planning:** The Data Steward must ensure that research data management planning takes place.
5. **Costs:** Where possible, the Data Steward must seek to recover the direct costs of managing research data from an external research funder.
6. **Active Research Data:** The Data Steward must ensure that 'active' research data are stored securely and protected from loss, unlawful or unethical access, and in accordance with all other applicable requirements of the Regulatory Environment.
7. **Archived Research Data:** The Data Steward must ensure that research data are archived for long-term preservation and (as far as possible) made open access if they substantiate published research findings, are of potential long-term value, and/or retention is a requirement of the Regulatory Environment.
8. **Archived Research Data:** When making research data open access, the Data Steward must ensure that data are discoverable from the University's own online research data repository, regardless of whether the research data themselves (e.g. files) are stored in this repository or elsewhere.
9. **Archived Research Data:** When making research data open access, the Data Steward must ensure the research data (e.g. files) are stored in either an established subject specific repository, or in the University's own research data repository.
10. **Archived Research Data:** When making research data open access, the Data Steward must ensure that research data are assigned a license that enables such data to be reused and shared by others under as permissible terms as the Regulatory Environment will allow.
11. **Archived Research Data:** The Data Steward must ensure that research data are made discoverable and accessible within 12 months of project completion or first publication of research findings based on the research data, whichever is the sooner.
12. **Archived Research Data:** Unless the applicable Regulatory Environment specifies otherwise, research data must be retained for ten years from whichever is the latest of:
  - the completion of the research;
  - the publication date of any research findings based upon the research data;
  - the date upon which access to the research data was last requested by a third party.After this ten year retention period, further retention will be reviewed.
13. **Publications:** The Data Steward must ensure that a statement describing how and on what terms any archived research data may be accessed is included in research publications based on such research data.

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