

University of Essex Research Data Management Policy

The mission of the University of Essex is to contribute to society through excellence in research and excellence in education. Our aim is to make major scholarly contributions in the disciplinary and interdisciplinary fields in which our staff are engaged in research, and to develop the implications of these contributions for improving people's lives in the UK and abroad.

The University of Essex recognises that sharing research data is an important contributor to the impact of research, increasing the visibility of research, reinforcing open enquiry and allowing results to be independently tested, improving the overall quality of research.

Purpose: this policy sets out how research data at the University of Essex is managed throughout the data lifecycle so as to ensure transparency and appropriate access, supporting the research funders, including UK Research Councils' requirements and relevant legislation, while ensuring that the research process is not damaged by any inappropriate release of data.

Scope: this policy encompasses all data from research that has the potential for publication, regardless of whether or not the research is funded. It applies to doctoral and postdoctoral research, and may apply to undergraduate and masters level research.

1. Research data must be managed to the highest standards throughout the research data lifecycle as part of the University's commitment to research excellence.
2. Research data must be offered and assessed for deposit and retention in an appropriate national or international data service or subject repository, or the [University research data repository](#).
3. The University will provide mechanisms and services for secure storage, backup, registration¹, deposit and retention of research data assets in support of current and future access, during and after completion of research projects.
4. Any data which is created as part of research at the University, but which is retained elsewhere, for example in an international data service or subject repository, should be registered with the University through the [University research data repository](#).
5. Researchers, both staff and students (postgraduate and undergraduate), using security-sensitive material should be aware of and comply with the University's [Security-sensitive Research Material Policy and Procedures](#). The University has separate secure storage for such material and a registration process.
6. The Principal Investigators for each research project or programme are responsible for the creation and ownership of an appropriate research data management plan, and for ensuring that all members of the research team are aware of, understand and abide by the plan.

¹ This will include ensuring that data has sufficient metadata and can be assigned a Digital Object Identifier (doi)

7. All research proposals must include research data management plans that explicitly address data capture, management, integrity, confidentiality, retention, sharing and publication.
8. Research data management plans must ensure that research data are available for access and re-use where legally, ethically and commercially appropriate, taking note of any relevant safeguards. Data release will be timely, as appropriate to the nature of the research and the discipline. Published research outputs should include a short statement describing how, and on what terms, any supporting research data may be accessed.
9. The University will provide training, support, advice and where appropriate guidelines and templates for research data management and research data management plans.
10. The interests of human participants in research must be protected during all stages of the data lifecycle².
11. Exclusive rights to reuse or publish research data should not be transferred 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.
12. The Research Committee and the ICT Advisory Group is responsible for reviewing and updating this policy.

Title	Research Data Management Policy
Version number	3.0
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Owner	Vanessa Cuthill, Director of the REO Richard Murphy, Director of IT Services
Approved by	Research Committee, May 2018 ICT Advisory Group, August 2018
Effective date	April 2012
Date of last review	Reviewed three yearly. Last review May 2018. Next review May 2021
Document status	Published
Document classification	Public
Questions and queries	Email sarahm@essex.ac.uk ; sstock@essex.ac.uk
Relevant policies and guidelines	Visit our website at: https://www1.essex.ac.uk/reo/governance/data.aspx https://www1.essex.ac.uk/it/about/default.aspx
Comments	Based, with permission, on the policy Adopted by the University of Edinburgh http://www.ed.ac.uk/schools-departments/information-services/about/policies-and-regulations/research-data-policy

² See University of Essex *Guidelines for Ethical Approval of Research Involving Human Participants* (<http://www.essex.ac.uk/reo/documents/guidelines-for-ethical-approval.pdf>)