University of Essex Research Data Management Policy Route Map

Background

This route map identifies in general terms the areas of work that need to be undertaken to enable and facilitate implementation of the University's Research Data Management Policy.

The route map allocates responsibilities and timescales for each area. It does not attempt to define or set out the practicalities of how each work area will be achieved.

Both the Policy and the Route Map have been developed as part of the Essex Research Data Repository (Essex-RDR), which is a JISC-funded project led by the UK Data Archive (UKDA) and involves the UKDA working in collaboration with two Professional Services Sections, Information Systems Services (ISS) and the Research and Enterprise Office (REO). This project, which focuses on development of a pilot research data management infrastructure, is due for completion at the end of March 2013, but the work on data management will be ongoing. This work support good practice to which current practice should be aligned.

Work area	Description	Action	Timescale and progress
Support	• Provision of training, advice and guidance, including templates and example plans and web-based materials. • Structures to ensure users access appropriate levels of support.	REO (Research and Enterprise Managers), UKDA	UKDA have provided 1.5 day course, a session for Postgraduate research students (as part of the Proficio programme) and CPD half day courses on storage and ethics UKDA developing courses with REO Ongoing to support compliance with the policy

Storage	• Pilot to investigate EPrints system for data storage • Provision of secure storage for the collection of data. • Includes backup mechanisms, registration (including use of digital object identifiers and appropriate meta data), deposit and retention.	ISS with REO	Work on EPrints already underway, creating storage populated with test data, and a sample data assets catalogue. Completion of pilot and proof of concept due 31 March 2013 Implementation by May 2014
Registration	The creation and maintenance of a suitable Register for data created within the University and stored elsewhere	REO with ISS	May 2014
Reporting	Annual reports on progress will be presented to both the Research Strategy Committee (RSC) and the Information and Communications Technology Steering Group (ICTG).	Sarah Manning-Press, Sara Stock	Annual starting May 2013 and ongoing thereafter.
Resource	Identification, creation, and maintenance of structures needed to facilitate policy implementation and compliance.	ISS with REO	May 2014

Review	Review of all work areas to ensure compliance with the policy	ICT Steering Group, Research Strategy Committee	Completion May 2015

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