ICBM Research Data Management Policy

Background & Motivation

Data and records are fundamental to both high quality research and academic integrity: to verify and defend the process and outcomes of research, accurate and retrievable research data are essential. Increasing amounts of collected and produced raw data, as well as processed data, needs to be retained in order to exploit their long-term value for research, teaching, and for wider exploitation for the public good, after research results have been published.

The purpose of data management is to maximise the academic value of research data by ensuring that such data is managed according to good practices for collection, curation, storage, management, retrieval, re-use, sharing, archiving, and access, appropriate for the data and discipline concerned.

Statements & Responsibilities

Research data and records, regardless of the form or the media in which they may exist, should be

- accurate, complete, authentic and reliable,

- identifiable, retrievable and available when needed,

- secure and safe,

- able to be made available to others.

Research data and records should be retained for as long as they are of continuing value to the researcher or the wider research community, and as long as specified by the funding body. The minimum retention period is ten years after publication of the research.

Researchers are responsible for:

- Managing research data and records in accordance with the above principles and requirements. The principal investigator of a project is responsible for the data life cycle.

- Developing and documenting clear procedures for the collection, storage, use, re-use, access and retention of the research data and records associated with their research. This information should be incorporated, where appropriate, in a research data management plan (DMP). Such DMP should describe how the collection of data and metadata will be integrated into their everyday research processes, so as to make compliance with the DMP as simple as possible.

- Planning for the ongoing storage of their data after the completion of the research as to how and where such data will be stored. Appropriate long-term archives include national or international subject-specific archives or a managed University repository. Ensuring that any requirements concerning research data on the part of funding bodies are met.

C. Feenders, 17th July 2018

The ICBM is responsible for:

- Providing researchers access to training, support, and advice on data management.

- Providing access to services and facilities for the storage, backup, and deposit of research data.

- Building and maintaining a central catalogue of metadata descriptions for indexing, archiving, naming, and retrieval of datasets.

Acknowledging that this is an aspirational policy, the ICBM intends that an evolutionary approach will be taken to fully implement this policy and related initiatives over a number of years.

Sources: University of Oxford, *Policy on the Management of Research Data and Records*
University of St Andrews, *University Research Data Management Policy*
University of Edinburgh, *Research Data Management Policy*

C. Feenders, 17th July 2018