

# Research Data Management Policy

Version 3.0

<b>Policy Title</b>	Research Data Management Policy
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<b>Approving Body</b>	Research Committee
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<b>Policy Owner</b>	Pro Vice-Chancellor - Research, Knowledge Exchange, and Innovation
<b>Lead contact</b>	Open Access and Research Data Officer

This policy defines the responsibilities at individual and institutional level which should guide the work of those involved in data collection, processing, storage, maintenance, and archival.

1. Research data will be managed to the highest standards throughout the research data lifecycle as part of the University's commitment to research excellence.
2. Responsibility for research data management during any research project or programme lies primarily with Principal Investigators (PIs).
3. All new research proposals must include a Data Management Plan (DMP) that explicitly addresses data capture, management, storage, integrity, associated costs, confidentiality, retention, sharing, and publication.
4. The legitimate interests of any human participants of research must be protected.
5. Research data and records should be:
  - Accurate, documented, complete, authentic, and reliable
  - Stored in a safe and secure manner
  - Stored in a manner which is compliant with legal obligations and, where applicable, the requirements of funding bodies and project-specific protocols approved by the University's Research Ethics Panel
  - Able to be made available to others in line with appropriate ethical, data sharing, and open access principles
  - Data which is shared openly should follow FAIR principles; Findable, Accessible, Interoperable, and Re-useable
6. Research data and any associated records should be retained for as long as they are of continuing value to the researcher and the wider research community, and as long as specified by the research funder, patent law, legislative, or other regulatory requirements. The minimum retention period for research data is three (3) years after publication or public release of the research. In many instances, researchers or the university will resolve to retain research data for a period surpassing the minimum requirement or indefinitely.
7. Published research papers should include a short statement describing how any supporting research data may be accessed, e.g. through citation and the use of a DOI link.
8. Subject to third party interests, research data which supports a scholarly work produced by a member of University staff, shall be owned by the University and retained for an appropriate period of time in accordance with point 6. This period may extend beyond the period of employment of the staff member with the University.
9. Subject to third party interests, research data which supports a scholarly work produced by a student of the University, will remain the intellectual property of the student and be retained for an appropriate period of time in accordance with point 6.
10. If research data or records are to be deleted or destroyed, this should be done so in accordance with [University Information Compliance procedures](#). With all legal, ethical, funder, and collaborator requirements met, and with particular concern for confidentiality and security.
11. Research data will be offered for deposit and archival in the University repository, or an appropriate national, international, or discipline-specific repository. With a metadata record always created in the University repository.
12. The University will provide training, support, advice, and where appropriate, guidelines and templates for research data management and data management plans.
13. Exclusive (and non-exclusive) rights to publish research data should not be handed over for commercial purposes free of charge. The University must retain the right to publish, subject to confidentiality provisions and/or contractual obligations dictated by funding conditions, or as directed by the University's [Intellectual Property Policy](#). Any such commercial license must be negotiated between the requesting party and the University.
14. The University will advise on, and provide mechanisms and services for, storage, backup, registration, deposit, and archival of research data, during and after the completion of research projects.

For more information visit the [Aberystwyth Research Data Management Webpages](#), or contact [researchdata@aber.ac.uk](mailto:researchdata@aber.ac.uk)