

EPSRC Expectations review for Aberystwyth University (AU)

Expectation	Comments/Observations
<p>i. Research organisations will promote internal awareness of these principles and expectations and ensure that their researchers and research students have a general awareness of the regulatory environment and of the available exemptions which may be used, should the need arise, to justify the withholding of research data</p>	<p>Specific Research Data Management (RDM) web section created on externally facing 'Research at Aberystwyth' webpages, within 'Research Good Practice' section: www.aber.ac.uk/en/research/goodpractice/data-management Various presentations and training delivered by Digital Curation Centre (DCC) Project Officers to both academic and Central Service Support Staff. Latest presentation recorded and made available via AU RDM website. AU RDM Service presented to both Central Service Support and EPSRC project staff and students.</p>
<p>ii. Published research papers should include a short statement describing how and on what terms any supporting research data may be accessed</p>	<p>Need for such a statement highlighted in relevant RDM webpage.</p>
<p>iii. Each research organisation will have specific policies and associated processes to maintain effective internal awareness of their publicly-funded research data holdings and of requests by third parties to access such data; all of their researchers or research students funded by EPSRC will be required to comply with research organisation policies in this area or, in exceptional circumstances, to provide justification of why this is not possible</p>	<p>Research Data Management Policy ratified by Research Committee Feb 2014; reviewed annually. Datasets content type record developed within PURE UK User Group and instructions regarding record creation available within RDM webpages. System similar to FOIA request and responses recording methodology can be utilised for restricted/ analogue dataset requests. However, confirmation awaited from EPSRC as to how differentiation between human and machine (robot) requests can be made on openly accessible records within PURE. AU RDM Service presented to both Central Service Support and EPSRC project staff and students.</p>
<p>iv. Publicly-funded research data that is not generated in digital format will be stored in a manner to facilitate it being shared in the event of a valid request for access to the data being received (this expectation could be satisfied by implementing a policy to convert and store such data in digital format in a timely manner)</p>	<p>AU RDM Service Standards state that an individual 'Dataset' record should be created within PURE for each discrete dataset within a project independent of data type (digital or physical) or final storage location (external or internal to AU). Details of where the data is held should be included within the record. A copy of the PURE record should be printed and stored with the physical dataset.</p>
<p>v. Research organisations will ensure that appropriately structured metadata describing the research data they hold is published (normally within 12 months of the data being generated) and made freely accessible on the internet; in each case the metadata must be sufficient to allow others to understand what research data exists, why, when and how it was generated, and how to access it. Where the research data referred to in the metadata is a digital object it is expected that the metadata will include use of a robust digital object identifier (For example as available through the DataCite organisation</p>	<p>Dataset records within PURE entail the DataCite metadata schema as described on pages 5 and 6 of the document 'DataCite Metadata Schema for the Publication and Citation of Research Data': http://schema.datacite.org/meta/kernel3/doc/DataCite-MetadataKernel_v3.1.pdf A browse-able web catalogue of dataset records held within PURE is made available here: http://pure.aber.ac.uk/rest/datasets/html?org=ALL Within PURE, there is the ability to create DOIs upon verification of a 'Dataset' record if an active DataCite subscription is present. However, no such subscription is held by AU.</p>

<p>vi. Where access to the data is restricted the published metadata should also give the reason and summarise the conditions which must be satisfied for access to be granted. For example 'commercially confidential' data, in which a business organisation has a legitimate interest, might be made available to others subject to a suitable legally enforceable nondisclosure agreement</p>	<p>Standard access level descriptions developed within PURE dataset records and are displayed within dataset web catalogue.</p>
<p>vii. Research organisations will ensure that EPSRC funded research data is securely preserved for a minimum of 10-years from the date that any researcher 'privileged access' period expires or, if others have accessed the data, from last date on which access to the data was requested by a third party; all reasonable steps will be taken to ensure that publicly-funded data is not held in any jurisdiction where the available legal safeguards provide lower levels of protection than are available in the UK</p>	<p>Internal 'in-project' storage to be provided within centrally held, shared server. Office 365 also possible location once rolled-out across University.</p> <p>Integration of various file storage areas possible through PURE for both internal and external storage. Continued investigation by PURE UK User Group of development for 'front-end' deposit of datasets from computer through to PURE and/ or external storage system such as Arkivum. Arkivum service being investigated as long-term, post-project storage solution.</p> <p>Recommendation made and disseminated through RDM webpages that if AU storage is not adopted, and protected or sensitive data is to be saved, it is advised that storage utilising servers located outside of the EU (including those located within the US) are not used, as data protection legislation may not be established in such locations.</p>
<p>viii. Research organisations will ensure that effective data curation is provided throughout the full data lifecycle, with 'data curation' and 'data lifecycle' being as defined by the Digital Curation Centre. The full range of responsibilities associated with data curation over the data lifecycle will be clearly allocated within the research organisation, and where research data is subject to restricted access the research organisation will implement and manage appropriate security controls; research organisations will particularly ensure that the quality assurance of their data curation processes is a specifically assigned responsibility</p>	<p>With support from the AU Open Access and Research Data Management Steering Group, chaired by the Pro-Vice Chancellor for Research, the AU Research Data Management Working Group aim to provide a service to all AU researchers throughout the research life cycle of any externally funded research projects, particularly those funders with stipulated research data management and/ or sharing expectations.</p> <p>The RDM Working Group membership includes individuals from the Departments of Information Services and Research, Business and Innovation, those responsible for Information Compliance and those with a specific RDM responsibility within the Institute of Biological, Environmental and Rural Sciences.</p> <p>As Chair of the Steering Group, the PVC Research is ultimately responsible for the quality assurance of AU's data curation processes.</p>
<p>ix. Research organisations will ensure adequate resources are provided to support the curation of publicly-funded research data; these resources will be allocated from within their existing public funding streams, whether received from Research Councils as direct or indirect support for specific projects or from higher education Funding Councils as block grants</p>	<p>AU RDM Policy states that creation of DMP expected for all new research projects whether requested by funder on application or not.</p> <p>DMP to be attached with hardcopy application submitted to Research, Business and Innovation for verification.</p>