UNIVERSITY COLLEGE CORK

Research Data Management Policy

Version 0.6

14th June 2024

This document is designed to provide the UCC research community with a clear set of principles to work with, when creating and storing research data under the umbrella of the University.

Document Location:

https://uccireland.sharepoint.com/:u:/r/sites/ResearchSupport/SitePages/Research-Policies.aspx?csf=1&web=1&e=NYdHeD

Revision History:

Version Number/Revision Number	Revision Date	Summary of Changes
0.1	18/09/2014	Original draft submitted to ACRIC for discussion
0.2	12/12/2015	Revised document was discussed with College Research Committee's and enhancements and operational clarifications made to the document.
0.3	12/04/2016	A working group was established to provide research input to the document and a revised policy document was created for submission to AC.
0.4	03/05/2016	Incorporation of final feedback from ACRIC
0.5	15/02/2024	Document revised in line with UCC's new research data services model and sectoral, national, and international developments in relation to research data management and access. Revision undertaken by the Research Data Services & Infrastructure Group, incorporating representatives from UCC Research, UCC Library and IT Services.
0.6	01/06/24	Document further revised via the incorporation of feedback from an extensive consultation process.

Consultation History:

Revision Number	Consultation Date	Names of Parties in Consultation	Summary of Changes
0.6	March-June 2024	ACRIC, College Research & Innovation Committees, UCC Community Survey	Clarification of definitions, individual responsibilities, and support mechanisms.
0.5	15/02/2024	Research Data Services & Infrastructure Group, ACRIC, College Research Committees,	Major update of existing 2016 policy.
0.4	15/04/2016	ACRIC	Inclusion of research integrity. Clarification regarding procedure for revision of the policy.

0.3	15/03/2016	Simon Lawrence, Simon Foley	Inclusion of workflows and scenarios, addressing issue of data management responsibility, address issue of data governance.
0.2	10/11/2015	John Morrison, IS&ER	Inclusion of the rationale for this policy and funding agency demand and principles.
0.1	10/04/2014	ACRIC	The original document was expanded to provide some working examples

Approval Pathway:

This document requires the following approvals:

Name	Title	Date Approved
Gerard Culley	Director of Information Technology	22nd May 2024
Coral Black	University Librarian	22nd May 2024
John Cryan	VP for Research and Innovation	4th June 2024
University Leadership Team (ULT) (via ULT-RISI)		4th June 2024 (ULT-RISI) 12th June 2024 (ULT)
Academic Council		14th June 2024

Table of Contents

1   Purpose

University College Cork (UCC) recognises the importance of good research data management practices, and further acknowledges that they are fundamental to both high quality research and research integrity. Research data is a valuable product of research activity that assists in promoting open enquiry and debate, complementing research outputs and publications, providing research transparency, and justifying research outcomes.

The purpose of the Research Data Management (RDM) policy is to provide a framework for the management of research data to ensure that it is stored, retained, made available for use and reuse, and disposed of according to best international practices for data management. In doing this it ensures compliance with the requirements of the funding bodies.

2   Definitions

Researchers: any individual defined as a member of the UCC community carrying out research.

Principle Investigator (PI): the individual with overall responsibility and accountability for the delivery of a research project, funded or unfunded.

Research Data: information collected to be examined and considered, and to serve as a basis for reasoning, discussion or calculation. It is used as a primary source to support technical or scientific enquiry, research, scholarship, or artistic activity, is used as evidence in the research process, and/or is commonly accepted in the research community as necessary to validate research findings and results. Examples of research data are experimental data, observational data, operational data, third party data, public sector data, monitoring data, repurposed data, lab notes, fieldnotes, archival materials and sources'. The focus in this policy is on research data that is available in either electronic or paper form.

Data Management Plan (DMP): A data management plan or DMP is a formal document that outlines the management and stewardship of data both during a research project, and after the project is completed. It describes the organisation, storage, preservation and potential sharing of research outputs and it is an integral part of good research practice.

FAIR Data Principles: FAIR stands for **F**indable, **A**ccessible, **I**nteroperable and **R**eusable. The FAIR Guiding Principles for scientific data management and stewardship describe how research outputs should be organised so they can be more easily accessed, understood, exchanged and reused. FAIR does not equal Open as it contains the caveat 'as open as possible as closed as necessary'.

Open Data: Open Data is data that is openly accessible, exploitable, editable and shared by anyone for any purpose. In the context of research, it refers to any output which underpins the research results.

Research Data Management (RDM): Research Data Management is the active management of research data during the lifecycle of the project and decisions about the treatment of the data post-project.

3   Scope

The policy covers all research related data generated, collected, and processed by UCC researchers/staff/research students as part of a project, which is led or contributed to by UCC researchers/staff/research students.

4   Principles

- Research data will be managed to the highest standards throughout the research data lifecycle as part of the University's commitment to research excellence.
- The University aligns with the global consensus on open research data, following FAIR Principles including the caveat 'as open as possible as closed as necessary' and adhering to any national and international legal requirements.
- The University is committed to transparency, quality, and reproducibility of research and where relevant and appropriate research data should be packaged with sufficient detail to allow for at minimum computational reproducibility. The University recognises that certain types of research, such as qualitative situational analysis, ethnographic and interpretational research, are by their nature non-reproduceable.
- All new research proposals must include research data management plans or protocols that explicitly address data capture, management, integrity, confidentiality, retention, sharing and publication.
- The University will provide training, support, advice and where appropriate, guidelines and templates for the research data management and research data management plans.
- The University will provide mechanisms and services for storage, access and backup during research projects.
- Research data management plans and processes must safeguard the legitimate interests of research participants, ensuring compliance with relevant legislation.
- Exclusive rights to reuse or publish research data must not be passed to commercial publishers or agents without retaining the rights to make the data openly available for reuse unless this is a condition of funding.

5   Roles and Responsibilities

5.1   Researcher Responsibilities

5.1.1   All Researchers

All UCC Researchers and research support staff are responsible for:

- Managing research data in accordance with the principles above ensuring compliance with relevant policies and legislation.
- Completing available data management training relevant to their role.
- Creating data management plans to document how they will manage their data across the research data lifecycle including decisions about the treatment of data post project, and FAIR and/or Open Data.

- Including within research grant proposals appropriate consideration of the cost and time implications of data storage and data management.
- Ensuring that the integrity and security of their data is maintained.
- Planning for the ongoing custodial responsibilities for the research data at the conclusion of the project or on departure from UCC.
- Compliance with the Data Retention requirements in the UCC Code of Conduct.

Researchers are also strongly encouraged to obtain an ORCID identifier that unambiguously indicates the author of a research output. Such an identifier helps them record and report their work; it can be used in publications, grant applications, and in UCC's Current Research Information System (CRIS).

5.1.2 Principal Investigator (PI)

Responsibility for data management ultimately rests with the Principal Investigator. When responsibility for data management is delegated, overall accountability remains with the PI as the data owner.

 In addition to the researcher responsibilities outlined in 5.1, the PI should:

- Ensure that all projects develop a data management plan at the outset and that the data management plan is treated as a living document and updated regularly.
- Ensures that all team members have adequate training and onboarding regarding research data management best practice, university policies and processes related to RDM, the research groups data management plan, and data protection obligations.

5.1.3 Postgraduate Research Students and Supervisors

Embedding RDM best practice in early career research is critical to establishing an effective data management ethos. Good research practice requires research students and their supervisor to plan the collection, storage, security and use of research data, in accordance with conventions in their fields of study and (if applicable) obligations from their funders.

In addition to the researcher responsibilities outlined in 5.1, research students and supervisors:

- Should attend relevant training in data management and related topics.
- Must complete a data management plan and update it regularly throughout their studies in consultation with their supervisors.

Supervisors must:

- Support and enable student training and engagement in research data management.
- Support students in the development and implementation of their data management plan.

5.1.4 Heads of School and Research Units

In addition to the researcher responsibilities outlined in 5.1, heads should:

- Promote best practice in all aspects of research including Research Data Management. They should ensure that staff and students are aware of their responsibilities and obligations.
- Assume stewardship of data if the PI and other researchers involved in compiling that data leave UCC. Heads can delegate to the appropriate member of staff within the unit.
- Facilitate and enable the implementation of relevant training or skills development as required by researchers in their School/Research Units.

5.2 University Responsibilities

The university is committed to and responsible for raising awareness of best practice in RDM, Open Data and FAIR data sharing and is also responsible for ensuring that all researchers are aware of their obligations.

5.2.1 Office of the Vice President for Research and Innovation/UCC Research

UCC Research, a functional unit within the Office of the President for Research and Innovation, is responsible for overseeing the implementation and reviewing of the UCC Research Data Management Policy and ensuring that UCC complies with funder requirements and academic needs for Research Data Management.

UCC Research will:

- Advise and support researchers to incorporate this policy into their research proposals and plans.
- Make available training and support materials for Researchers, Principal Investigators, and Heads of School and Research Units.
- Promote the principles of this policy university wide.

5.2.2 UCC Library Research Services

UCC Library provides a dedicated Research Data Management advisory service for all staff and students. The Library's Research Services team can advise on:

- Writing data management plans.
- Data policies and expectations.
- Storing, securing and backup.
- Archiving, preserving and curating.
- Discovery, access and sharing.

5.2.3 IT Services

UCC IT Services provide a standard, robust, high-quality infrastructure that facilitates good data management and storage. IT Services will:

- Maintain central shared infrastructure for active research data.
- Provide guidance on alternative storage options.
- Provide access to public cloud storage as required.
- Promote IT security standards and best practice in all aspects of research IT infrastructure.

The research data service options provided by IT Services will mature and change as demands from UCC researchers change.

6   Related Resources

- UCC Futures
- UCC Code of Research Conduct
- Records Management Policy
- UCC IT Documentation Policy
- Acceptable Usage Policy ("AUP")
- UCC Data Protection Policy
- UCC Intellectual Property Policy
- FAIR principles

7   Acknowledgements

- University College Dublin
- Delft University of Technology
- University College London
- University of Edinburgh