

UNIVERSITY COLLEGE CORK

Research Data Management Policy



Version 1.0

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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 University College Cork.

Document Location

<http://www.ucc.ie/en/it-policies/policies>

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
1.0	07/10/2016	Incorporation of feedback from AB

Consultation History

Revision Number	Consultation Date	Names of Parties in Consultation	Summary of Changes
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, Paddy O'Donovan	The original document was expanded to provide some working examples

Approval

This document requires the following approvals:

Name	Title	Date
Gerard Culley	Director of Information Technology	
John Fitzgerald	Director of Information Services	
John Morrison	Chair of IS&ER committee	
Anita Maguire	VP of Research and Innovation	
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1 Introduction and context

Research data management (RDM) refers to the processes of organising, structuring, storing, and preserving the data used or generated during a research project. Research data is defined by the Engineering and Physical Sciences Research Council (EPSRC), U.K. as:

“Recorded, factual material commonly retained by and accepted in the [research] community as necessary to validate research findings; although the majority of such data is created in digital format, all research data is included irrespective of the format in which it is created.”

Definitions of research data will vary across disciplines but in the context of research data management, it can be considered as the data which is required to replicate research findings and the information required to enable re-use of data.

Numerous factors are now influencing the drive for data curation, including the desire for increased transparency in research findings, increased visibility of research projects and outputs, and increased re-use of research data. In relation to research integrity in particular, sound management of research data is seen as a way to encourage good practice in the use, storage and retention of data and to guard against research misconduct¹. In line with research integrity best-practice, the *UCC Code of Research Conduct* specifically requires that research data be securely held for a minimum of ten years after the completion of a research project, and acknowledges a trend towards perpetual storage of open data. Another key driver is the influence of funders seeking transparency and a demonstration of the wider impact of the research they are financing. All of the Research Councils in the UK (RCUK) have explicit RDM policies² and EU funding schemes such as Horizon 2020 have begun to introduce requirements³. Irish funding bodies, apart from the Environmental Protection Agency, are not placing the same requirements on funding contracts yet but given European trends and the national policy on public sector information sharing, Irish universities are taking steps to address the area. It poses a risk to UCC as part of its business function if action is not taken to address data management. Achieving compliance with RDM principles will make UCC researchers more competitive for funding applications and industrial collaborations. Additionally, it is increasingly recognised that data and digital assets if properly managed and curated will increase in value over time and therefore add to the assets of the university.

Due to the complexity and variety of research data, development of RDM services can have a long lead in time and require the involvement of a broad range of stakeholders. UK universities have addressed research data management service provision in a range of ways, often beginning with policy and strategy to planning for process implementation and resource allocated. Responsibility for RDM services in the UK can vary from a dedicated RDM unit to spreading the responsibilities across IT Services, Library Services, and Research Support / Commercialisation services. In general, PIs and School/Department

¹ The *National policy statement on Ensuring Research Integrity in Ireland* (2014) and the *UCC Code of Research Conduct* (2016) identify fabrication and falsification of data among the most serious breaches of research integrity, and identifies other forms of data-related poor practice as potentially damaging to the integrity of the research community.

² <http://www.dcc.ac.uk/resources/policy-and-legal/overview-funders-data-policies>

³ <https://www.openaire.eu/opendatapilot>

heads are responsible for RDM within their sections, according to clear policies, while IT and Library services provide the support services and infrastructure necessary. Essentially this is an active business process requiring sustained investment to maintain, preserve and add value to research data.

Adoption of an institutional RDM policy and creation of a Research Data Service (RDS) function is proposed. With additional resourcing, this office could utilise the necessary skill sets already available in OVPRI, Research Support Services, IT Services, Library and the Office of Corporate and Legal Affairs.

2 Supporting Policies, Standards & Procedures

- [UCC Code of Research Conduct](#)
- [Records Management Policy](#)
- [UCC IT Documentation Policy](#)
- [Acceptable Usage Policy](#)
- [UCC Data Protection Policy](#)
- [Procedure for establishment and use of Official UCC social media accounts](#)
- [Procedure for the establishment and use of other accounts](#)
- [Data Management Policy](#)
- [Policy on the Governance of Research Institutes, Centres and Units](#)

3 Research Data Management Policy

3.1 UCC's 10 principles of Research Data Management⁴

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 and governance for research data management through a sound research data management plan during any research project or programme lies primarily with the Principal Investigator (PI), with the support of the Research Data Service.
3. All new research proposals must include research data management plans or protocols that explicitly address data capture, management, integrity, confidentiality, retention, sharing and publication.
4. The University will provide training, support, advice and where appropriate, guidelines and templates for the research data management and research data management plans.
5. The University will provide mechanisms and services for storage, backup, registration, deposit and retention of research data assets in support of current and future access, during and after completion of research projects. Data should be assessed for suitability for curation before being stored in the long term curation repository. Data should be reviewed every 5 years to reassess suitability for long term curation.
6. Any data which is retained elsewhere, for example in an international data service or domain repository should be registered with the Research Data Service office.
7. Research data management plans can ensure that research data are available for access and re-use where appropriate and under appropriate safeguards.
8. The legitimate interests of the subjects of research data must be protected.
9. Research data of future historical interest, and all research data that represent records of the University, including data that substantiate research findings, can be offered and assessed for deposit and retention in an appropriate national or international data service or domain repository, or a University repository. The Research Data Services office could work with other institutes and government agencies in Ireland to develop a national archive.
10. Exclusive rights to reuse or publish research data should only be handed over to commercial publishers where necessary. Ideally, the rights to make the data openly available for re-use should be retained, except where this contradicts funding body policy.

⁴ These principles are closely modelled on those produced by the University of Edinburgh, a recognised leader in the field of Research Data Management

4 Research Data Service

In line with the above policy, the establishment of a Research Data Service (RDS) function is proposed. With additional resourcing, this office could utilise the necessary skill sets already available in OVPRI, Research Support Services, IT Services, Library and the Office of Corporate and Legal Affairs.

4.1 Mission Statement

To support research data management best practices by providing guidance, training and offering data registration, storage, archival and sharing services in support of university, researcher and funder goals.

4.2 Principles

1. University College Cork is committed to ensuring that research data created by researchers is maintained to the highest possible standard.
2. The university recognises that the needs of each research discipline differ and the Research Data Service will strive to meet these disparate needs.
3. Research Data Service will operate in accordance with University policies, funder, legislative and ethical requirements.
4. The Research Data Service will follow the University's Principles of Research Data Management.
5. The Research Data Service should not place any overhead on researchers and should enhance their research activities.

5 Revisions to Policy

Following consultation with the relevant academic bodies, the University reserves the right at any time to revise the terms of this Policy. Any such revisions will be noted in the revision history of the policy, which are available to you on the website.