Research Data Management Policy

April 2015

POLICY

Approving authority:	University Executive
Consultation via:	Research and Knowledge Exchange Board
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Responsible Executive:	Deputy Principal, Research
Responsible Office:	Research Enterprise Services
	Information Services
	Heritage and Information Governance
	Planning Office

HERIOT-WATT UNIVERSITY
RESEARCH DATA MANAGEMENT POLICY
CONTENT

POLICY

1. INTRODUCTION

Research excellence depends on accurate and reliable research data. This is a key output and asset of the University that should be created and managed in line with best practice. Many funders now require Data Management Plans as part of the funding proposal and the University also recognises that publicly funded research is a public good and should be discoverable and made available to allow re-use.

2. PURPOSE

The purpose of this policy is to ensure that research data created and used within the University is managed and curated to the appropriate professional standards throughout its lifecycle, and can be made available for re-use where appropriate.

The University will support and enable its researchers to comply with these requirements through the provision of infrastructure, training, advice and assistance.

3. OBJECTIVES

3.1 Research Data shall be managed in accordance with the University's Information Governance and Records Management and Research Publications Policies, the standards laid out by the Funders' core principles and advice supplied by the Digital Curation Centre (DCC)

3.2 Research Data shall be managed in compliance with the relevant legislation, including the Data Protection Act 1998 and Freedom of Information (Scotland) Act, 2002 and the Environmental Information Regulations (Scotland) 2004.
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3.3 Researchers shall create a Data Management Plan in accordance with the guidelines of the Funders.

3.4 A register of all Research Data deposited in any repository should be maintained

3.5 Research Data shall be retained, to enable appropriate access and use, for as long as required in accordance with the guidelines laid out by the Funders or otherwise under advice by the appropriate Professional Services, listed in section 10 below.

3.6 Research Data that is deemed to be worthy of permanent preservation shall be transferred to the appropriate repository designated by the relevant Funder, or a University archival repository.

3.7 Each published research paper shall contain a statement acknowledging the relevant funding body and, where appropriate, describe how the research data underpinning the publication can be accessed.

4. SCOPE

4.1 This Policy applies to all research carried out by Heriot-Watt University employees and Post Graduate Researchers. The policy applies to all research data, in all formats.

5. LINES OF RESPONSIBILITY

5.1 The Deputy Principal (Research and Knowledge Transfer) is responsible for

overseeing and institutional compliance with this policy

5.2 The Directors of Research are responsible for ensuring awareness of and compliance with this policy in their area

5.3 Relevant Professional Services will provide training, guidance and support and will also provide compliance reporting to Funders.

6. MONITORING AND EVALUATION

6.1 The policy will be reviewed after one year to ensure compliance with current legislation, codes of practice and regulatory standards, to take account of infrastructure developments and the needs of the research community

7. IMPLEMENTATION

7.1 During the lifetime of a project responsibility for research data management in compliance with this policy lies with the Principal Investigators.

8. RELATED POLICIES, PROCEDURES AND FURTHER REFERENCE

Policies

Information Governance and Records Management Policy
http://www.hw.ac.uk/documents/information-governance-records-management-policy.pdf

Data Protection Policy
http://www.hw.ac.uk/documents/heriot-watt-university-data-protection-policy.pdf

Information Security Policy Framework
http://www.hw.ac.uk/documents/information-security-policy-framework.pdf

Research Publications Policy
http://www.hw.ac.uk/documents/research-publications-policy.pdf

Ethical Review Process
http://www1.hw.ac.uk/policy/ethical_review_process.pdf

Procedures

Data Protection: Procedures for obtaining informed consent for recording and images of people
http://www.hw.ac.uk/documents/data-protection-obtaining-consent.pdf

Further reference

EPSRC Policy Framework on Research Data
http://www.epsrc.ac.uk/about/standards/researchdata/

Research Council UK Policy on Open Access
http://www.rcuk.ac.uk/research/openaccess/

Digital Curation Centre
http://www.dcc.ac.uk/

9.   DEFINITIONS

Data   A reinterpretable representation of information in a
                                        formalized manner suitable for communication,
                                        interpretation, or processing. Examples of data include a
                                        sequence of bits, a table of numbers, the characters on a
                                        page, the recording of sounds made by a person
                                        speaking, or a moon rock specimen.
                                        Source: OAIS Reference Model

Metadata   Data that describes other data

10.   FURTHER HELP AND ADVICE

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11.   POLICY VERSION AND HISTORY

Version No			
V. 3	**Date of Approval**	**Approving Authority**	**Brief Description of Amendment**
	23 April 2015	University Executive	Minor additions made following consideration by RKEB on 23 March 2015