

**GLASGOW CALEDONIAN UNIVERSITY
RESEARCH DATA MANAGEMENT POLICY**

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Prepared by	Department of Governance
Approved by	Senate: 15 December 2017 University Research Committee : 22 November 2017
Published Location	https://www.gcu.ac.uk/currentstudents/essentials/library/research/rdm
Related Documents	Research Ethics Principles and Procedures Research Integrity Policy
Version 1	21 February 2018

1.1 Policy Remit

The following policy is proposed which sets out the University requirements for staff and students in managing research data. This term includes the management, storage, public access to and long term curation of digital research data.

This policy aims to provide a strategic framework for the management of data generated by research projects (whether funded or not) at the University.

As part of our commitment to upholding the principles of research integrity, all staff and students undertaking any research at the University must abide by this policy. The aim is to encourage a positive approach to the management of research data across the institution.

1.2. Policy Statement

The University principles for Research Data Management are set out in the policy below. It is acknowledged that the operational implementation of policy will take some time to achieve:

- 1.2.1. Research data will be managed to the highest standards throughout the research data lifecycle as part of the University's commitment to research excellence and research integrity.
- 1.2.2. Responsibility for research data management through a sound research data management plan during any research project or programme lies primarily with Principal Investigators (PIs) and Co-investigators (CIs). However all members of staff and students have a responsibility to manage the data they create and to adhere to the requirements set out in the data management plan.
- 1.2.3. All new research proposals must include research data management plans or protocols that explicitly address data capture, management, integrity, confidentiality, retention, sharing and publication. Such research data management plans must comply with the requirements set out in the wider University information management policies.
- 1.2.4. The University will provide training, support, advice, guidelines and templates for the research data management and research data management plans
- 1.2.5. 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. Researchers should seek to recover the direct cost of managing research data from the research funding body where possible.
- 1.2.6. Research data management plans must ensure that research data are available for access and re-use where appropriate and under appropriate safeguards that satisfy legal ethical or confidentiality constraints.
- 1.2.7. The rights and freedoms of the subjects of research data must be protected. The research data management plan must be consistent with ethical approval for the specific use of

research data and incorporate compliance with Data Protection legislation. Appropriate professional protocols must be rigorously applied in the anonymisation and pseudonymisation of data containing personal information.

- 1.2.8. A mechanism for identifying research data and research outputs which are suitable for permanent preservation within archives will be developed and implemented. This will include formal consideration of deposition in an appropriate national or international data service or domain repository. Such deposits must be registered with the University Archive.
- 1.2.9. Exclusive rights to reuse or publish University research data should not be assigned to third parties without retaining the rights to make the data openly available for re-use, unless this is a prior condition of funding.