|  |
| --- |
| Research Data Management Policy |
| **2022 – 2025** |

Contents

[Summary 3](#_Toc97020842)

[Definition of Research Data 3](#_Toc97020843)

[Policy Statements 3](#_Toc97020844)

[Benefits 4](#_Toc97020845)

[Further resources 4](#_Toc97020846)

[Endmatter 5](#_Toc97020847)

# Summary

1. Central to good research practice and governance is a systematic approach to research data management. This ensures the longevity of research data for re-use and allows the validation of research findings by others.
2. Responsibility for good management of research data rests with you as the researcher, supported by the University.
3. This policy applies across all disciplines and anyone conducting research at Edge Hill University.[[1]](#footnote-2)

# Definition of Research Data

1. The definition of research data varies between disciplines but, broadly, it encompasses the evidence-base on which you build your analytic or other work.
2. This could include statistical data, interview transcripts, software and code, laboratory notebooks, material held in libraries and archives, and practice as research, etc.

# Policy Statements

1. Edge Hill University is committed to ensuring that the research conducted by its staff and students maintains the highest possible standards of integrity.
2. Research data must be managed in accordance with the [University’s policies, guidance and standards](https://www.edgehill.ac.uk/documents/collection/research-governance/), and funder, legislative and ethical requirements.
3. Exclusive rights to host, re-use or publish research data should not be given to other bodies without retaining the rights to make the data openly available for re-use, unless this is a condition of funding.
4. All researchers are responsible for following research data management requirements in their research. Principal Investigators are chiefly responsible for data management practices within their projects.
5. A research data management plan (DMP) should be created, maintained and adhered to for every research project. The DMP should meet the requirements of Edge Hill University and any relevant external bodies.
6. The University provides services enabling registration, deposit, storage, retention of and access to research data. You should deposit your research data with the appropriate external data service, funder, disciplinary or publisher repositories wherever possible. [Edge Hill Figshare](https://figshare.edgehill.ac.uk) is the University's data repository, and you must create a metadata record of your research data in there, linking through to the original source or, if the data cannot be stored in an external repository, the data can be deposited in Figshare.
	1. Data must be retained intact in an appropriate format and storage facility such a repository, normally for a period of any period stipulated by legal, contractual, regulatory, or ethical requirements. The researcher should use open data formats where possible to reduce data obsolescence and increase reuse potential.
	2. The longest period specified by relevant external stakeholders (e.g. funders).
7. Where research data is not retained, it should be disposed of according to the [University Information Security Policy](https://www.edgehill.ac.uk/documents/information-security-policy/).
8. Research data must be managed according to legal and statutory requirements, including but not limited to: Data Protection Act 2018, Freedom of Information Act 2000, and intellectual property rights.
9. All research data management must adhere to Edge Hill research [ethics](https://www.edgehill.ac.uk/documents/research-ethics-policy/) and [governance](https://www.edgehill.ac.uk/documents/code-of-practice-for-the-conduct-of-research/) requirements.
10. The University will provide advice, training and support regarding research data management.

# Benefits

1. The University recognises the following benefits of effective research data management:
	1. Opens research to the public and other researchers by increasing transparency, enabling the re-use of data and the replication and validation of research.
	2. Adherence to the [FAIR Principles](https://www.go-fair.org/fair-principles/) of data being findable, accessible, interoperable and reusable.
	3. Improved data integrity, security and access management
	4. Improved research reputation for researchers and the University.
	5. Compliance with research funders and assessment bodies.

# Further resources

1. This policy should be read in conjunction with other University policies and codes including:
	1. [Code of Practice for the Conduct of Research](https://www.edgehill.ac.uk/documents/code-of-practice-for-the-conduct-of-research/)
	2. [Research Ethics Policy](https://www.edgehill.ac.uk/documents/research-ethics-policy/)
	3. [Open Access Policy](https://www.edgehill.ac.uk/documents/open-access-policy/)
	4. [Intellectual Property Policy](https://www.edgehill.ac.uk/documents/intellectual-property-policy/)
	5. [IT Services Acceptable Use Policy](https://www.edgehill.ac.uk/documents/acceptable-use-policy/)
	6. [Information Security Policy](https://www.edgehill.ac.uk/documents/information-security-policy/)

# Endmatter

| Title | Research Data Management Policy v2.0 |
| --- | --- |
| Policy Owner | Director, Research Office |
| Approved by | University Research & Innovation Committee |
| Date of Approval | 23/02/2022 |
| Date for Review  | February 2025 |

1. For taught courses, this policy only applies where the research findings are published. [↑](#footnote-ref-2)