

Research Data Management Policy

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Edge Hill
University

Research Data Management Policy

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Summary

Central to good research practice is a systematic approach to research data management. This ensures the longevity of research data for re-use by the researcher(s). It also allows the validation of research findings by others. Finally, data collection can be time-consuming and costly; it is important, therefore, that it is optimised and made available to others for their (re)use where possible. This policy recognises these features and views effective management as central to good research governance and ethical practice.

While the responsibility for good management of research data rests with the researchers (or the principal investigator), the University recognises that it has a role to play in supporting staff and students to engage with best practice.

Definition of Research Data

2.1 There is no single definition of what constitutes research data; specific definitions apply within individual disciplines. The University regards research data to encompass the evidence-base on which you build your analytic or other work. This broad definition encompasses a wide range of content and formats generated across all disciplines.

2.2 This policy therefore applies across all disciplines and anyone conducting research at Edge Hill University.¹

Policy Statements

3.1 Edge Hill University is committed to ensuring that the research conducted by its staff and students maintains the highest possible standards of integrity.

3.2 Research data must be managed in accordance with the [University's policies, guidance and standards](#), and funder, legislative and ethical requirements.

3.3 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.

3.4 Principal investigators, or those in equivalent roles, have lead responsibility for ensuring that research data management requirements are observed during a research project or programme.

3.5 When planning research activity where research data may be created or re-used, you must prepare, maintain and adhere to data management plans that meet Edge Hill University requirements and, where relevant to the project, the more rigorous standards required by external bodies.

¹ For taught courses, this policy only applies where the research findings are published.

3.6 You must create a metadata record of the research data for each of your Edge Hill University research projects on the EHU data repository whether the research data itself is stored on the University repository or a third party repository.

3.7 The University provides means and 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. Only where this is not possible, or data cannot be shared, should the curated data be stored in the Edge Hill data repository.

3.8 Data must be retained intact in an appropriate format and storage facility, normally for a period of at least 10 years from the date of any publication which is based upon it. Where specific regulations with regard to data retention apply (e.g. from funders), these regulations should prevail, particularly where the required retention period is longer than that required by the University.

3.9 Where research data is not retained, it should be disposed of according to the [University Information Security Policy](#).

3.10 Research data must be managed according to legal and statutory requirements, including but not limited to: Data Protection Act 1998, Freedom of Information Act 2000, and intellectual property rights.

3.11 All research data management must adhere to Edge Hill ethics and governance requirements.

3.12 The University will provide advice, training and support regarding research data management.

Benefits

4.1 The University recognises the following benefits of research data management:

- Enables the re-use of data
- Publicly funded data is a public good, of value for current and future generations
- Improved data integrity, security and access management
- Opportunities for further research collaboration
- Improved research reproducibility and validation
- Further development of research skills
- The ability to cite data as a publication
- Improved research reputation for the researchers
- Improved research reputation for the University
- Improved relationship with research funders

Further resources

5.1 This policy should be read in conjunction with other University policies and codes including:

[Code of Practice for the Conduct of Research](#)

[Research Ethics Policy](#)

[Open Access Policy](#)

[Intellectual Property Policy](#)

[IT Services Acceptable Use Policy](#)

[Information Security Policy](#)

Endmatter

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