Research Data Management Policy

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1. Purpose

The purpose of this policy is to provide a framework for Research Data Management (RDM) in the University throughout the stages of the research cycle. This includes, but is not limited to, collection, curation,secure storage, organisation, retrieval, re-use, sharing, archiving, and access of research data, in accordance with international best practice, legal, statutory, ethical, contractual and intellectual property obligations, and the requirements of research funding bodies, publishers and stakeholders.

The University and researchers will make all best efforts to make sure they are consistent with this policy.

2. Scope

This policy for the management of research data applies to all researchers active at the University. This includes:

- All full-time and part-time employees of the University, including those on contracts of a permanent, pro-rata, casual, fixed-term or of an indefinite nature, as well as post-doctoral or other researchers,
- All full-time and part-time postgraduate research students enrolled at the University,
- All individuals other than Students and Staff who engage in research or scholarly activities during their affiliation with the University,
- Individuals who hold honorary or adjunct positions and who are conducting research at, or on behalf of, the University.

In cases where research is funded by a third party, any agreements made with that party concerning intellectual property rights, access rights and the storage of research data may take precedence over this policy, as per the *Code of Good Practice in Research*[1].

In cases where data is obtained outside of research, then please refer to the University's policies on data protection[2].

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[1] MTU (2022). *Code of Good Practice in Research.*
[2] MTU (2021). *Data Access Management and Privileged User Policy*.
  MTU (2021). *Data Protection - Breach Response Policy*.
  MTU (2021). *Data Protection Policy*.
  MTU (2021). *Data Retention Policy*.
  MTU (2021). *Information Governance Policy.*

3. Definitions

Term/Acronym	Definition
The FAIR Principles for RDM and stewardship	A set of principles with regard to research data management that must ensure data are Findable, Accessible, Interoperable and Re-usable[3].
Data Management Plan (DMP)	A formal document that outlines how data is to be handled both during a research project and after the project is completed. Data management plans must assure that research data adheres to the principles of being Findable, Accessible, Interoperable and Reproducible and that it is accurate, citable, securely stored and adheres to clearly defined legal parameters and appropriate control measures governing subsequent use, in line with the *European Code of Conduct for Research*[4] and the *Practical Guide to the International Alignment of Research Data Management*[5].
Intellectual Property Rights (IPR)	IPR are defined in the University's Intellectual Property policies[6]. IPRs may also be defined through further agreements (e.g., grant or consortial agreements). As per the *Code of Good Practice in Research*, in cases where the IPR belongs to the University, the University has the right to choose how to publish and share the data.
Research	Research is a process to discover new knowledge, through systematic investigation. Through research, hypotheses are investigated, facts are established, or new interpretations of data or texts suggested. It is a process of gathering and analysing information, designed to develop or contribute to knowledge, increase or revise knowledge[7].
Researchers	In the context of this policy: members of the the University community that are carrying out research.

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[3] Wilkinson, M., Dumontier, M., Aalbersberg, I. *et al.* (2016). 'The FAIR Guiding Principles for scientific data management and stewardship'. *Scientific Data* 3, 160018.
[4] ALLEA (2017). *European Code of Conduct for Research Integrity,* Revised Edition, All European Academies, Berlin.
[5] Science Europe (2021). *Practical Guide to the International alignment of Research Data Management*, Belgium.
[6] MTU-Cork (2019). *Policy on Intellectual Property*.
  MTU-Kerry (2019). *Intellectual Property Policy and Procedures.*
[7] QQI (2020). *Ireland's Framework of Good Practice for Research Degree Programmes*, Quality and Qualifications Ireland, Dublin.

Research Data	The data, records, files or other evidence, irrespective of their content or form (e.g., in print, digital, physical or other forms), that comprise research observations, findings or outcomes, including primary materials and analysed data. Research data include all materials which are created in the course of a project, including but not limited to, measurements, documents, spreadsheets, laboratory/field notebooks, diaries, questionnaires, transcripts, codebooks, experiments, photographs, film/audio/video/image files, sensor readings, test responses, artifacts, specimens, physical samples, models, algorithms, software, code, scripts, content analysis, focus group recordings, interview notes, etc.
Research data lifecycle	The sequence of stages that a particular unit of data goes through from its initial creation or capture to its eventual archival and/or deletion at the end of its planned secure storage.

4.   Roles and Responsibilities

Responsible Office/Person(s)	Role
Principal Investigator (PI)	• Leads the research project and responsible for the management of the research data; including its storage, security and retention. • Responsible also for informing any research participants of researcher obligations in relation to the study data. • Responsible for funding application and therefore adherence to any data management requirements agreed in funding award.
Researchers	• Developing and documenting clear procedures for the collection, storage, use, re-use, access and retention or destruction of the research data and records associated with their research. This shall include, where appropriate, defining protocols and responsibilities in a joint or multi-institution collaborative research project. This information should be incorporated, where appropriate, in a research data management plan. For research that includes personal data, the researcher needs to identify what contracts, consent and/or agreements with collaborators or contractors are required to satisfy data protection

	obligations,in line with the University's *Code of Good Practice in Research* and *Data Protection Policy.*
	• Planning for the ongoing custodianship (at the University or using third-party services) of their data after the completion of the research or, in the event of their departure or retirement from the University, reaching agreement with the Head of Function (or their nominee) as to where such data will be located and how this will be securely stored. Where personal data is part of the research data, it has to be assured that any agreement made and/or consent received is in line with the communication provided to and reasonable expectations of research participants.
	• Ensuring that any requirements in relation to research data management placed on their research by publishers, funding bodies or regulatory agencies or under the terms of a research contract with the University are also met. The University provides resources to facilitate Researchers in meeting their responsibilities, in the form of supporting services and expert advice as well as technical infrastructures.
The University	• The University is committed to, and will maintain oversight of, good practice in research data management. To this end, it reserves the right to verify that all research data has been kept in a manner that is compliant with this policy and, where applicable, the requirements of funding bodies and publishers.
	• The University is committed to developing infrastructure and training to promote best practice in data management amongst its academics and researchers, to acknowledge its obligations and achieve compliance with this policy.
	• The University will provide advice and support to researchers involved with data management planning.
	• The University will offer support to researchers in the process of depositing research data in an appropriate Research Data Repository service

5.   Policy

5.1   Introduction

The University recognises that research data is an institutional asset with direct and potential value to researchers, funders and society in general. Research data management (RDM) in line with the FAIR principles of Findability, Accessibility, Interoperability and Reusability, allows for the verification, reproducibility and digital preservation of findings; fundamental to high quality research outputs and research integrity.

5.2   Principles

- Research data will be managed to the highest standards throughout the research data lifecycle as part of the University's commitment to research excellence.
- The University promotes best practice for research data management through clear policy, guidance, supervision, training and support[8].
- Research data should be compliant to the principles of FAIR data[9] (Findable, Accessible, Interoperable, Re-Useable):
    - Findable: Identifiable, retrievable, and available when needed;
    - Accessible: Able to be made available to others in line with General Data Protection Regulations and the University's Data Protection Policy, along with appropriate legal, statutory, ethical, contractual, intellectual property, data sharing and open access principles in a suitable repository or archiving system with persistent identifiers to an agreed timeline, as per ethical approval, if applicable, or related agreements.
    - Interoperable: Should be accurate, complete, authentic and reliable, and where possible made available in non-proprietary formats that facilitate data exchange and re-use;
    - Re-Useable: Assigned a licence for open use where possible in compliance with intellectual property rights, and if no third-party rights, data protection, legal requirements or property laws prohibit it.
- All new research proposals should include a research data management plan (DMP) or protocols that explicitly address data capture, management, integrity, confidentiality, retention, sharing and publication[10].
- Research data should be kept in a manner that is compliant with legal and ethical obligations and, where applicable, with the requirements of funding bodies, publishers and the protocols set out in the National Policy Statement on Ensuring Research Integrity in Ireland (2019)[8].

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[8] Research Integrity National Forum (2019). *National policy statement on Ensuring Research Integrity in Ireland*, Irish Universities Association, Dublin.
[9] ALLEA (2017). *European Code of Conduct for Research Integrity Revised Edition*, All European Academies, Berlin.
[10] Science Europe (2021). *Practical Guide to the International alignment of Research Data Management*, Belgium.

- Research data should be made available under an open licence[,11,12], unless legal obligations, third party rights, intellectual property rights and privacy rights preclude this. The licence is selected according to the type of data and in order to label the data and facilitate its utilisation. An example for a Source Code Licence would be the General Public Licence (GPL). For all other kinds of data, CC0 or CCBY licences can be used. Data which are not subject to any copyright restrictions should be clearly marked as such with for instance the Creative Common Public Domain Mark. In some cases copyright belongs to the institution that employs the researcher, so there may be a question regarding who has the right to choose a licence.

6.   Compliance

All reasonable efforts should be made to resolve issues of non-compliance with the Research Data Management Policy locally. Where this is not possible, it may be referred to Heads of Function, Heads of Research and/or Research Integrity & Compliance Officer.

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[11] MTU-Cork (2019). *Open Access Policy.*
[12] National Open Research Forum (2019). *National Framework on the Transition to an Open Research Environment*, Dublin.

Document Control

A. Document Details

Title:	Research Data Management Policy
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Note: If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon. An existing approved policy is deemed relevant until such time as an updated policy has been approved by the relevant approval authority and becomes the new binding policy.

B. Revision History

Version Number	Revision Date	Summary of Changes	Changes tracked?	Proposed Revision Date

C. Relevant/Related Existing Internal/External Documents

Internal

- MTU (2022). *Code of Good Practice in Research.*
- MTU (2021). *Data Access Management and Privileged User Policy*.
- MTU (2021). *Data Protection - Breach Response Policy*.
- MTU (2021). *Data Protection Policy*.
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- MTU (2021). *Information Governance Policy.*
- MTU-Cork (2019). *Open Access Policy.*
- MTU-Cork (2019). *Policy on Intellectual Property*.
- MTU-Kerry (2019). *Intellectual Property Policy and Procedures.*

External

- ALLEA (2017). *European Code of Conduct for Research Integrity,* Revised Edition, All European Academies, Berlin.
- National Open Research Forum (2019). *National Framework on the Transition to an Open Research Environment*, Dublin.

- QQI (2020). *Ireland's Framework of Good Practice for Research Degree Programmes*, Quality and Qualifications Ireland, Dublin.
- Research Integrity National Forum (2019). *National policy statement on Ensuring Research Integrity in Ireland*, Irish Universities Association, Dublin.
- Science Europe (2021). *Practical Guide to the International alignment of Research Data Management*, Belgium.
- Wilkinson, M., Dumontier, M., Aalbersberg, I. *et al.* (2016). 'The FAIR Guiding Principles for scientific data management and stewardship'. *Scientific Data* 3, 160018.

Note: Any existing approved documents that require referencing must be listed above.

D. Consultation History

This document has been prepared in consultation with the following bodies:

Research Council, Academic Staff and Students via Academic Council

E. Approvals

This document requires following approvals (in order where applicable):

Name	Date	Details of Approval Required
Research Council	03 March 2022	
Academic Council	25 March 2022	Version 1

F. Responsible for Communication and Implementation

Manager/Functional Area responsible for communication and implementation:

Title	Functional Area	Date Implemented
Heads of Research	Research	
Dean of Graduate Studies (Cork Campuses)	Research	25th March 2022
Library Services	Research	
Research Integrity & Compliance Officer	Research	