

The University regards research data as a valuable asset. The management of research data is an integral part of good research practice that allows reliable verification of results, protects the intellectual and financial investment made in its creation, enables it to be shared and prompts new and innovative research.

Research data are defined as any material created or collected for the purposes of analysis to generate and validate original research results, irrespective of the format of data. Research data may be digital, paper based or in other forms. Examples of different types of research data include datasets, images, text (such as transcripts of interviews), audio and video recordings, computer scripts.

Scope

1. These principles apply to all research conducted at the University, regardless of funding source. They do not imply additional compliance where good practice and relevant research funders' requirements are already being followed.

Research inception and planning

2. Data management planning is an integral, essential and dynamic component of the research process from inception and should include provision for the selective long term custodianship of research data.
3. Research proposals should include all possible recovery of direct costs of research data management where the funder allows this.

During the research: management and storage of data

4. During the research process, data are an asset which needs to be appropriately managed and stored: to meet legislative, funder, information governance and University requirements; to facilitate data security (confidentiality, integrity, availability); to facilitate appropriate access, collaboration and sharing of data and results.
5. Data can be actively managed throughout, following and updating the data plan, recognising that storage and its funding is not infinite, with ongoing decisions regarding retention and destruction.

After the research: retention, sharing, publishing, citation, re-use

6. When the research has been completed, research data (including websites) of long term value, or data required by funders or the University must be selected for retention, then preserved and curated for as long as appropriate.
7. Data retained in these circumstances must be offered to funder or discipline repositories and/or to the UK Web Archive as appropriate. If such repositories are unavailable or unsuitable, data must be stored in a University repository. Data deposited with external repositories or unsuitable for making open access must be registered with the University.
8. There is a presumption of open access to data held in a University or other public repository. However, access may be restricted, subject to a time embargo or not permitted for legal (i.e. intellectual property, data protection, confidentiality, contractual requirements), ethical or commercial reasons.

9. Data should not be deposited with any organisation that does not commit to appropriate access and availability for re-use and exclusive rights to re-use or publish research should not be handed to commercial publishers, unless this is a condition of funding.
10. The re-use or sharing of data that are made available should not be unnecessarily restricted by licences or terms of use.
11. All research outputs must cite data produced and/or used during research as appropriate, detailing access to that data.

Responsibilities

12. Primary accountability for research data management lies with the most senior University researcher associated with the work or project. Responsibility for research data management may be delegated.
13. During the research process, researchers are responsible for adherence to legal requirements such as Data Protection and for the creation of metadata and other documentation that enables data to be discoverable, understandable and re-useable.
14. After the deposit of data with a repository, the repository is responsible for the on-going management of that data in accordance with legal, technical and other requirements.
15. The University will be responsible for providing a Research Data Management service led by the Library to include training, advice, guidance and data curation.
16. The University will secure sustainable solutions that meet the requirements for long term data storage and re-use as set out in these principles.

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