Swansea University Policy for Research Data Management (RDM)

Swansea University recognises that effective data management practices are required to support the full research lifecycle. The UK research environment, including policies from funding councils, increasingly require comprehensive research data curation: including planning, ingest, preservation and access.

Data is fundamental to the conduct of high quality research and will be treated as a resource for the future.

This policy outlines the key principles of RDM at Swansea University, seeking to balance responsibilities within research projects and centrally. This policy should be read in conjunction with the Research Governance Framework.

Scope

This policy applies to all members of the University and all data created during research or similar activities that support research outputs. Datasets may range from large databases in the medical and computational domains to small sets of survey data gathered by graduate students.

Certain research areas may have specific requirements, e.g. clinical trials. See the Swansea University Research Governance Framework for more information.

This policy does not extend to a project's administrative data and records: bid documents, contracts, funding notifications, project records and so forth, which will be managed through the Research, Enterprise and Innovation Service. (Read more…)

Responsibilities

The Principal Investigator is responsible for ensuring that bids, contracts and project work meets the requirements laid down by funders and the university. The university will support PI's through training and providing advice and guidance.

Technical responsibility for providing the infrastructure necessary to ensure the long-term retention of data will lie with Swansea University IT Services. Other aspects of data cataloguing, curation and access will lie with Swansea University Libraries.

Research data is owned by Swansea University and/or project funders in line with the Policy on Intellectual Property. (Read more…)

Data Management Planning

It is good practice to define a data management plan for all research projects, and these are now expected by many funders at the bid stage. Data management plans should be living documents that present initial plans but also reflect any changes in a project's data creation and curation practice during the lifetime of the project.

Costs of research data curation and storage should for large datasets be considered during the bid writing stage and, where permitted, be included within bids.

Data Ingest

1) Metadata and data management plans should be reviewed to ensure accuracy of the descriptions
2) Data should be checked for accuracy and completeness
3) Data Access (availability and licencing) requirements should be clearly described

Contact iss-research@swansea.ac.uk for further information and to arrange metadata and data ingest. Metadata will normally always be registered centrally and may also be registered and held in other relevant external repositories. Where the research data will be held other than in ISS central systems, responsibility for ensuring curation, security, data protection, backups and format migration vests solely with the PI.

Data Access

A principle of the new research environment is that publicly funded research should be publicly available - this includes to other research groups and to the public and commercial users. The rights of the university and researchers to exploit this data academically and commercially can be preserved while meeting these demands. In addition, data privacy and data protection can be managed appropriately, but each case may require evaluation.

As a minimum, metadata should be available publicly and the conditions of access clearly laid down in the data management plan for each new research project.

Each research output published should include a brief statement on research data access.