

RESEARCH DATA MANAGEMENT STRATEGY 2018-2022

By 2022 researchers in the University will be well-informed about the importance of research data management and will routinely adopt best practice in managing, preserving and sharing data. University data management infrastructure and services will be well-integrated into research activity, and will support researchers at all stages of the research journey. By this means the University will be making more and higher-quality data accessible to more people, in support of its aspiration to achieve the highest standards of integrity, quality, and openness in its research.

Data are essential to the integrity, quality and value of academic research, and responsibility for the collection, management, use, preservation and sharing of research data is shared by the University and the researchers who work and study here.

Where research data are managed effectively, and are made discoverable, accessible and re-usable, both the University and individual researchers reap benefits in terms of research practice, impact, and

Governance and management

Research Data Management is acknowledged by the University as a core element of research that must be fully integrated into research strategy, planning, and management. Responsibility for delivery of RDM services is shared by the Research Data Service and other key functions, including Research Services at the grant application and data management planning stage, IT for storage of data during and after the active research stage, and the Library at the research outputs dissemination stage. Service provision is co-ordinated between these and other functions in accordance with strategic requirements.

Infrastructure and services



The University provides infrastructure for the efficient and responsible management, use, preservation and sharing of research data, and services to support researchers at all stages of the research journey, from research design and applying for funding, through creation, storage and use of data, to long-term preservation and sharing of data in support of research outputs.

Capabilities and skills

The University actively develops the digital and research data management capabilities and skills of its researchers and research students, enabling them to make the best use of the data they work with, through the provision of information, training and professional development support.

Communication and engagement

By means of communication and engagement, the University raises awareness among researchers, research students, professional services, and senior managers of research data policies and requirements, engages in dialogue with service beneficiaries to support service development and delivery, promotes the benefits of data sharing, and fosters the growth of an open research culture.

Sector engagement and collaboration

Aim: To be a more active participant in the UK RDM community and contributor to the development of an open research culture

The University actively engages with the RDM community and the higher education sector more broadly to develop and share knowledge and expertise in research data management, to contribute to development of services, and to promote the growth of an open research culture.

The RDM Strategy is implemented through a rolling three-year Operational Plan, which will enable business planning for sustainable service delivery. A Stakeholder Analysis and Management Plan is maintained to ensure the service is developed and managed effectively and inclusively, and that the interests of all stakeholders are taken into account. A Measurable Benefits Data Plan has been established, by means of which the Research Data Manager will record and report the University's progress in realising the benefits of its RDM Strategy.

Further information about these instruments is provided in Appendix 2.

Definitions

The UK *Concordat on Open Research Data* (2016) defines research data as 'the evidence that underpins the answer to the research question'.³ They are the raw materials collected, processed and studied in the undertaking of

In accordance with our obligations as a publicly-funded research organisation and our commitment to the principles of open research, the University's *Research Data Management Policy* requires all researchers to preserve and, wherever possible, share data that support published research findings using a suitable data repository.⁶

Requirements for researchers

Researchers and research students are required:

- to be educated in RDM best practice and trained in relevant skills: discovering and using secondary data; storing, organising and documenting data appropriately; observing ethical and legal requirements in collecting and sharing data; dealing with IPR in data; preserving and sharing data using appropriate services;
- to be aware of funders' and the University's research data policies and to comply with them in their research practice;
- to integrate data management planning at an early stage in project development and research practice services;

The documentation listed below has been developed to support implementation of the RDM Strategy.

RDM Service Operational Plan

The Operational Plan supports implementation of the Research Data Management Strategy. For each Strategic Theme a set of Objectives is identified. For each Objective a set of Actions is listed. Each Action is assigned to one of more of the three years covered by the plan, and responsibility for carrying out each Action is specified.

RDM Service Communications Plan

The Communications Plan identifies overall communications objectives, key messages and communication channels, and provides a stakeholder communication plan, in which stakeholder groups and communication strategies are specified.

RDM Service Benefits Analysis

The Benefits Analysis identifies the long-term strategic benefits that will be realised by the University through operation of the RDM Service. These are further analysed into Observable/behavioural Benefits, Benefits for researchers, and Measurable benefits.

RDM Service Measurable Benefits Data Plan

The Measurable Benefits Data Plan specifies eight benefits measures which will be used to assess and report on progress in achieving the strategic aims of the RDM Service. For each measure, the data required and collection method, collection time period and deadline, and lead responsibility are identified.

RDM Service Benefits Realisation Spreadsheet

The Spreadsheet will be used to record eight benefits measures over time. Some measures will be recorded quarterly; some on an annual basis.

Version	Keeper	Approved	Approved by
1.0	Research Data Manager	15 November 2017	UBRI