

Royal Society Outline of Data Management and Data Sharing Plan

Introduction

Applicants to Royal Society funding schemes are required to complete an **Outline of a Data Management and Data Sharing Plan** section in the application form. The requirement is the same for all funding schemes, and Royal Society guidance is reproduced below.

This section of the application must be reviewed by the Research Data Manager, prior to submission. Draft applications in

if you require preliminary guidance on completing the plan.

Contact: Research Data Manager: researchdata@reading.ac.uk / 0118 373 6161

Scheme notes guidance

The Royal Society guidance on completing the Outline of a Data Management and Data Sharing Plan is provided in full below. This guidance is found in all Royal Society funding scheme notes, e.g. scheme notes for the Research Grants scheme, p. 12-13.

The Royal Society supports science as an open enterprise and is committed to ensuring that data outputs from research supported by the Society are made publicly available in a managed and responsible manner, with as few restrictions as possible. Data outputs should be deposited in an appropriate, recognised, publicly available repository, so that others can verify and build upon the data, which is of public interest. To fully realise the benefits of publicly available data they should be made intelligently open by fulfilling the requirements of being discoverable, accessible, intelligible, assessable and reusable.

The Royal Society does not dictate a set format for data management and sharing plans. Where they are required, applicants should structure their plan in a manner most appropriate to the proposed research. The information submitted in plans should focus specifically on how the data outputs will be managed and shared, detailing the repositories where data will be deposited. In considering your approach for data management and sharing, applicants should consider the following:

- x What data outputs will be generated by the research that are of value to the public?
- x Where and when will you make the data available?
- x How will others be able to access the data?

- x If the data is of high public interest, how will it be made accessible not only for those in the same or linked field, but also to a wider public audience?
- x Specify whether any limits will be placed on the data to be shared, for example, for the purposes of safeguarding commercial interests, personal information, safety or security of the data.
- x How will datasets be preserved to ensure they are of long-term benefit?

If the proposed research will generate data that is of significant value to the research community, then please provide details of your data management and sharing plan. (200 words max.)

Completing the Outline of Data Management and Data Sharing Plan

There is a 200-word limit for this section, so you need not go into detail. The most

You would only need to address this question if the data were of high public interest, e.g. likely to have interest outside your field. It may be useful to indicate the specific categories of users you expect the data to be of interest to, or the specific types of use the data might attract. There may be areas in which your research has or may have impact potential: for example, your research and the underlying data may provide evidence in support of specific areas of policy-making.

Some strategies you may use (as relevant) include:

- x The dataset will be documented with a general user in mind, to ensure they are understandable and usable by others outside the field;
- x The dataset will be publicised via the project website and other project communication channels aimed at general public users or targeting specific impact stakeholders, as well as being cited from project publications;
- x A data paper describing the dataset will be published. (A data paper is a peer reviewed document describing a dataset, published in a peer reviewed journal. Its focus is on describing the dataset as a resource, i.e. explaining the purpose and circumstances of its creation, and allowing other potential users to understand its value and possible uses.)

Will any limits be placed on data to be shared? (5)

Limits on data sharing should be applied only where there is a valid legal, ethical or commercial reason to restrict access to data.

Commercial

If commercial exploitation of results is anticipated, access to data may be restricted for a period pending confirmation of IP protection, but data should be made accessible as soon as possible once findings have been published. For example:

We envisage generating IP with commercial potential. Access to data may be restricted for a period pending confirmation of IP protection, but the data will be made accessible as soon as possible once findings have been published.

Personal/confidential

Data containing personal, sensitive or confidential information should be redacted for public sharing wherever possible. Most data collected from human subjects can be anonymised, and most data containing confidential or sensitive information can be made safe for sharing by being redacted. The [UK Data Service](#) provides guidance on anonymisation of both quantitative and qualitative data.

Where data is being collected from participants, you must ensure participants

distress by disclosure is significant. In such a situation, controlled sharing of data, with the consent of the data subjects, may still be possible. Some data repositories, e.g. the UK Data Service [ReShare](#) repository and the [European Genome-phenome Archive](#), can manage controlled access to sensitive/confidential data. The University Research Data Archive may be able to offer a restricted access option, contact the Research Data Manager if you wish to discuss this.

Additional considerations

Storage and computing

You should consider any requirements you will have for resources related to the storage and processing of research data, and ensure all eligible costs are included in your budget. In particular you will need to consider:

- x how much data you will need to store during the project, where data will be stored,