Coventry University

Policy on Research Data Management and Sharing

Purpose

Coventry University recognises that good research data management is fundamental to both high quality research and academic integrity, and is therefore committed to the principles of good and effective Research Data Management as stated by RCUK1.

Overview

The RDM Policy outlines the responsibilities for both the institution and the researcher2 with regard to managing research data3. This policy should be read in conjunction with other University policies and procedures; in particular with regard to Ethics and Governance (see links below). It is acknowledged that this is an aspirational policy and full implementation will take time. The overriding principle is that data should always be made available unless there are ethical or legal reasons why it cannot be shared.

Scope

All staff and students of Coventry University

The Policy

1. Research data will be managed to the highest standards throughout the research data lifecycle as part of Coventry University's commitment to research excellence.

2. Responsibility for research data management during any research project or programme lies primarily with Principal Investigators (PIs). Consequently the PI for all new research proposals 1st June 2017 must:-
   - Produce and then follow a Data Management Plan (DMP) that explicitly addresses data capture, management, integrity, confidentiality, retention, sharing and publication;
   - Keep clear and accurate records of the research procedures followed and the results obtained, including interim results;
   - When the project is completed, deposit data4 permanently within the institutional repository or a national collection (where appropriate), where the external collection meets funder/university requirements for long term preservation.

3. The University will work to provide training, support, advice and, where appropriate, guidelines and templates for research data management and research data management plans.

4. The University will develop an appropriate infrastructure of services and systems for storage, backup, registration, deposit and retention of research data assets in support of current and future access, during and after the completion of research projects.

5. Any data which is retained elsewhere, for example in an international data service or domain repository, should also be registered with the University repository.

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1 [http://www.rcuk.ac.uk/research/datapolicy/](http://www.rcuk.ac.uk/research/datapolicy/)
2 By ‘researcher’ we mean any individual involved in collecting or using data that has been obtained through teaching or research activity.
3 Research data – By data, the University means not just datasets but art work, recording, videos or any other form of data that underpins the outputs of your research.
4 Supporting data that underpins the project/publication. It is not necessary to deposit all data that was collected during the project.
6. Research data management plans must ensure that research data is available for access and re-use where appropriate and under appropriate safeguards.

7. Sufficient metadata should also be created and stored to aid discovery and re-use. This is particularly important in the case of data that exists in formats rather than digital. Data management plans should take account of and ensure compliance with funders and other relevant legislative frameworks which may limit public access to the data (for example, in the areas of ethics, data protection, intellectual property and human rights).

8. The legitimate interests of the subjects of research must be protected. Where data and records are deleted or destroyed, this should be done in accordance with all legal, ethical, research funder, collaborator requirements and with particular concern for confidentiality and security.

9. Research data and records should be retained for as long as they are of continuing value of the researcher and the wider research community. The minimum retention period for research data and records is three years after publication or public release, but retention may be longer depending on funder, University or other requirements.

10. Where research is supported by a contract with, or a grant to, the University that includes specific provisions regarding ownership, retention of and access to data, the provisions of that agreement will take precedence.

11. Exclusive rights to reuse or publish research data should not be handed over to commercial publishers or agents without retaining the rights to make the data openly available for re-use, unless this is a condition of funding.

12. The University Research Data Management Steering Group is responsible for the guiding and updating of this policy. The policy will be reviewed biennially.

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**Version Control**

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<th>Responsibility of</th>
<th>Philip Vaughan Assistant Director Lanchester Library</th>
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<td>10 May 2017</td>
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<tr>
<td>Date of commencement</td>
<td>1 June 2017</td>
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<tr>
<td>Approved by</td>
<td>University Research Committee 9 March 2017</td>
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5 In accordance to the RCUK Common Principles (http://www.rcuk.ac.uk/research/datapolicy/), those undertaking RCUK-funded research may be entitled to privileged use of their data for a limited time, enabling publication of results from their research. Further information is available in the published policies of individual Research Councils.
| Related Policies, Procedures, Guidance, Forms or Templates | Further help and information is available from: https://share.coventry.ac.uk/staff/ps/Library/openaccess/Pages/RDM.aspx  
Email: rdm.lib@coventry.ac.uk  
Ext: 657568 / 657576  
University Open Access Policy: https://share.coventry.ac.uk/staff/ps/Library/openaccess/Pages/CUOAPolicy.aspx  
Ethical Conduct: http://www.coventry.ac.uk/Global/policy_governance_good_applied_research_conduct_rev0912.pdf  
Data Protection Policy: https://share.coventry.ac.uk/staff/ps/Registry/legal/Pages/DataProtectionPolicy.aspx  
The Information Protection Unit: https://share.coventry.ac.uk/staff/ps/IPU/Pages/default.aspx  
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