

UNIVERSITY OF WESTERN AUSTRALIA

Data Management Plan

Evidence that is created, compiled or collected during the research process should be managed to ensure that it is accessible over long periods of time.

The rationale for retaining research data and materials is stated in the *Australian Code for the Responsible Conduct of Research*, jointly issued by the Australian Research Council, the National Health and Medical Research Council, and Universities Australia (<http://www.nhmrc.gov.au/publications/synopses/r39syn.htm>):

“The central aim is that sufficient materials and data are retained to justify the outcomes of the research and to defend them if they are challenged. The potential value of the material for further research should also be considered, particularly where the research would be difficult or impossible to repeat.

The researcher must decide which data and materials should be retained, although in some cases this is determined by law, funding agency, publisher or by convention in the discipline.” (p. 2.1)

The UWA data management plan has been developed based on best practice principles that were identified through a review of existing plans from Australian universities and the UK's Digital Curation Centre. The plan relates to data and materials that are in digital format or can be converted to digital format.

Seven main areas have been identified for consideration in management of research data. Details of issues to be considered in each area are in the [Checklist for Researchers](#).

1. Project Information
2. Intellectual Property
3. File Formats and Standards
4. Storage and Backup During the Project
5. Sharing and Reuse
6. Retention, Archiving and Disposal
7. Data used but not created by the Project

References

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- Monash University. *Research Data Planning Checklist (Higher Degree by Research Student)*. Melbourne: Monash University, 2009?
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http://www.eresearch.unimelb.edu.au/activities/research_data_management_for_researchers

UWA Data Management Plan

Checklist for Researchers

1. Project Information	SUPPORT FOR THIS TOPIC
Project name	UWA's data management toolkit: planning http://www.is.uwa.edu.au/rdm-toolkit-planning
Duration of project	Consult Information Services' Faculty liaison staff
Funding body or bodies and reference number (e.g. ARC/NHMRC)	
Partner organisations	
Summary of data being created or collected	
Estimated data volume. Details:	
Estimated cost of data management during the project. Details:	

2. Intellectual Property	SUPPORT FOR THIS TOPIC
<p><u>Copyright</u></p> <p><input type="checkbox"/> The data will be protected by copyright</p> <p><input type="checkbox"/> Australian copyright applies</p> <p><input type="checkbox"/> Data will be created or collected outside Australia and equivalent copyright applies. Details:</p> <p><u>Data ownership</u></p> <p><input type="checkbox"/> The data will be owned by UWA</p> <p><input type="checkbox"/> The data will be owned by the researcher</p> <p><input type="checkbox"/> The data will be owned by another party. If so, what terms and conditions apply to use?</p>	<p>UWA's data management toolkit: intellectual property http://www.is.uwa.edu.au/rdm-toolkit-ip</p> <p>UWA Intellectual Property Regulations: http://calendar.publishing.uwa.edu.au/latest/partd/intellectualpropertyregs</p> <p>UWA Policy on Intellectual Property: http://www.universitypolicies.uwa.edu.au/search?method=document&id=UP07%2F49</p> <p>Practical Data Management: A Legal and Policy Guide [national guide] http://eprints.qut.edu.au/14923/1/Microsoft Word - Practical Data Management - A Legal and Policy Guide doc.pdf</p> <p><i>Consult Information Services' Faculty liaison staff, the University Lawyer or the Copyright Advisor</i></p>

<p>3. File Formats and Standards</p> <p>File formats to be used:</p> <p>File naming conventions to be used:</p> <p>Data is inextricably linked with particular software and cannot be stored or accessed in alternative format:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, refer to Manager, eResearch Support (Information Services)</p> <p>Software to be used (including version):</p> <p>Specialist software and equipment which will be required to view and/or analyse data:</p> <p>Metadata standards which will be used to describe and document data:</p>	<p>SUPPORT FOR THIS TOPIC</p> <p>UWA's data management toolkit: documentation and metadata http://www.is.uwa.edu.au/rdm-toolkit-document</p> <p><i>Consult Information Services' Faculty liaison staff</i></p>
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<p>4. Storage and Backup During the Project</p> <p><u>Digital data storage and backup</u></p> <p><input type="checkbox"/> UWA storage. Details:</p> <p><input type="checkbox"/> Non-UWA storage. Details:</p>	<p>SUPPORT FOR THIS TOPIC</p> <p>UWA's research data guidelines: storage and backup http://www.is.uwa.edu.au/rdm-toolkit-storage</p> <p><i>Consult Information Services' Faculty liaison staff</i></p>
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<input type="checkbox"/> Backup arrangements. Details: <input type="checkbox"/> Level of security required for data and details of how this will be achieved: <input type="checkbox"/> <u>Non-digital data</u> <input type="checkbox"/> Secure facilities located at UWA. Details: <input type="checkbox"/> Secure facilities outside UWA. Details:	
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5. Sharing and Reuse <input type="checkbox"/> There is an obligation to share the data (e.g. funding body requirement). Details: <input type="checkbox"/> Data can be shared with other parties. Details: <input type="checkbox"/> Details of how data will be made available for sharing (e.g. downloading from a data centre, requesting direct from the researcher, downloading from a web site): <input type="checkbox"/> Are there any ethical or privacy issues that may	SUPPORT FOR THIS TOPIC UWA's research data guidelines: sharing and reuse http://www.is.uwa.edu.au/rdm-toolkit-sharing UWA Code of Conduct for the Responsible Conduct of Research [especially Section 2: management of Research Data and Primary Materials]: http://www.research.uwa.edu.au/staff/research-policy/guidelines#data School of Population Health Confidentiality of Research Data Policy: http://www.sph.uwa.edu.au/staff/policies/?a=622007 NHMRC National Statement on Ethical Conduct in Human Research [especially Section 3.2: Databanks]: http://www.nhmrc.gov.au/publications/ethics/2007_humans/contents.htm WA Department of Health Practice Code
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<p>affect sharing of the data? Details:</p> <p>Will the consent of human subjects need to be obtained?</p> <p>Will the data need to be anonymized before sharing?</p> <p><input type="checkbox"/> The data cannot be shared or reused. Details:</p>	<p>for the Use of Personal Health Information:</p> <p>http://www.health.wa.gov.au/healthdata/docs/090429 Practice code for the use of personal health information.pdf</p> <p>Guidelines for Ethical Research in Indigenous Studies</p> <p>http://www.aiatsis.gov.au/research/docs/ethics.pdf</p> <p>Consult Information Services' Faculty liaison staff and/or Human Research Ethics Office (Research Services)</p>
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<p>6. Retention, Archiving and Disposal</p> <p><input type="checkbox"/> Data will be stored for the minimum period of five years (or longer dependant on type of research) as required by the NH&MRC, ARC and Universities Australia's <i>Australian Code for the Responsible Conduct of Research</i>.</p> <p><input type="checkbox"/> Storage beyond the period required by the <i>Australian Code for the Responsible Conduct of Research</i> is required.</p> <p>Details:</p>	<p>SUPPORT FOR THIS TOPIC</p> <p>"The minimum recommended period for retention of research data is 5 years from the date of publication. However, retention should be determined by the specific type of research e.g. for most clinical trials, retaining research data for 15 years or more may be necessary; for areas such as gene therapy, research data must be retained permanently (e.g. patient records); if the work has community or heritage value, research data should be kept permanently at this stage, preferably within a national collection" (see NH&MRC, ARC and Universities Australia's <i>Australian Code for the Responsible Conduct of Research</i>).</p> <p>http://www.nhmrc.gov.au/files_nhmrc/publications/attachments/r39.pdf</p> <p>UWA's research data guidelines: retention and disposal</p> <p>http://www.is.uwa.edu.au/rdm-toolkit-retention</p>
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<ul style="list-style-type: none"> <input type="checkbox"/> Data must be securely destroyed. Details of why and at what stage: <input type="checkbox"/> Data will be deposited in a repository or archive. Details: <input type="checkbox"/> Data will not be deposited in a repository or archive. Reasons: 	<p>UWA's research data guidelines : depositing research data in repositories and archives [URL to be added when available]</p> <p>See the ARC discovery project funding rules for funding commencing 2010 section A.1.3.3: http://www.arc.gov.au/pdf/DP10_FundingRules.pdf</p> <p><i>Consult Information Services' Faculty liaison staff and/or Research Services</i></p>
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<p>7. Data used but not created by the Project</p> <ul style="list-style-type: none"> <input type="checkbox"/> Data will be purchased commercially. Details of source, ownership and terms of use: <input type="checkbox"/> Data will be obtained under an Open Access license e.g. Creative Commons. Details of source, ownership and terms of use: <input type="checkbox"/> Data will be obtained through other means. Details of source, ownership and terms of use: 	<p>SUPPORT FOR THIS TOPIC</p> <p>UWA's research data guidelines : intellectual property http://www.is.uwa.edu.au/rdm-toolkit-ip</p> <p>OAKLaw project: <i>Practical Data Management: A Legal and Policy Guide</i> http://eprints.qut.edu.au/14923/1/Microsoft_Word_-_Practical_Data_Management_-_A_Legal_and_Policy_Guide_doc.pdf</p> <p><i>Consult Information Services' Faculty liaison staff</i></p>
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