

# Research Data Management Policy

**What is this Policy about?**

The requirement to manage research data effectively and to facilitate open access to data where research is funded by the UK Research Councils

**Who is the Policy For?**

Teesside University Staff and research students funded by the UK Research Councils

**How does the University check this Policy is followed?**

Graduate Research School at point of funding application; Library at point of publication deposit in TeesRep

**Who can you contact if you have any queries about this Policy?**

Graduate Research School

## 1. Principles

- 1.1 Research Council funded research data that is used to produce research outputs should be made accessible to those who request access to that data.
- 1.2 Research data will be managed according to the highest standards throughout the whole research data lifecycle.

## 2. Data Management Policy

- 2.1 In order to conform to Research Council Policy, researchers who publish their work after 1 May 2015 are required to make the data supporting published work accessible to those who request access to that data.
- 2.2 Researchers are responsible for ensuring that they are familiar with the standards expected from funders and/or publishers with respect to their management of research data; the requirements of the University in this Policy and in the *Framework and Code of Practice for Ensuring Research Integrity*; and the Graduate Research School procedure for data management requirements at the point of funding bids and awards.
- 2.3 When applying for funding, researchers should ensure that adequate resources are included in any bids for funding to cover costs associated with data management, retention, and access.
- 2.4 Responsibility for research data management during the conducting of a project lies with the Principal Investigator (PI) and researcher(s) working on that project. Authors named on published outputs from a project are responsible for complying with funder and/or publisher requirements for data access.
- 2.5 All digital research data that has been identified as requiring retention to support published outputs should be offered for deposit and retention in an appropriate off-site data repository, unless exemptions have been clearly specified in the data management plan. Valid reasons for non-deposit include commercial sensitivity or confidentiality issues and any restriction of access must be clearly stated including the reason for the restriction of access. Data must be available for 10 years.
- 2.6 Non-digital research data should be stored in a form which would allow for sharing and access if required. The fact that research data is non-digital does not provide a sufficient reason for restricting access.
- 2.7 Published outputs must include a short statement describing how and on what terms any supporting research data may be accessed, including relevant citations and/or links to online access.
- 2.8 An institutional record will be kept of any data retained and referred to by published outputs, with clear records of the external repository or repositories in which data is held.