

## UWTSD Research Data Management Plan

- All research undertaken by the University, its staff, its students, and under its name, must obtain ethical approval. This includes funded and unfunded research of any kind, regardless of the discipline, methodology, scope and nature of the research.
- All data must be processed in accordance with the UWTSD Research Data Management Policy, which sets out our obligations under the UK Data Protection Act (2018) and UK GDPR. [Read the Policy here.](#)

### Data Summary

- Briefly introduce the types of data the research will create or access
- Why did you decide to use these data types?

### Responsibilities

- Who will be responsible for data management?
- Outline responsibilities for data management within research teams at all partner institutions

### Data Collection

- Give details on the proposed methodologies that will be used to create the data. Advise how the project team selected will be suitable for the data/digital aspects of the work, including details of how the institution's data support teams may need to support the project.

### Assessment of existing data

- Provide an explanation of the existing data sources that will be used by the research project (if applicable), with references
- Provide an analysis of the gaps identified between the currently available and required data for the research

### Management and curation of data

- Outline your plans for preparing, organising and documenting data.

### Quality assurance of data

- Describe the procedures for quality assurance that will be carried out on the data collected at the time of data collection, data entry, digitisation and data checking.

### Short-term Data Storage

- How will the data be stored in the short term during the research
- Describe the data access, security and backup procedures you will adopt to ensure the data and metadata are securely stored during the lifetime of the project.

### Long-term Data Storage and preservation

- Which data are of long-term value and should be retained, shared, and/or preserved?
- How the data will be stored in the long term?
- Are the plans for preparing and documenting data for sharing and archiving with an external data repository (e.g. the UK Data Service) or the UWTSD data repository?
- How long will it be stored for and why?

### Documentation and Metadata

- What documentation and metadata will accompany the data?

- How will the data be documented during research to provide high quality contextual information and/or structured metadata for secondary users?

#### **Data Sharing**

- If you plan to share your research data explain how it will be shared and the value it will have to others
- If you are planning to share the data, please advise when you will be releasing it.
- Are any restrictions on data sharing required?
- Identify any potential obstacles to sharing your data, explain which and the possible measures you can apply to overcome these
- If the data will have value to different audiences, how these groups will be informed?
- Will the data need to be updated? Include future plans for updating if this is the case.
- Will the data be open or will you charge for it? Justify if charging to access the data.

#### **Ethical and Legal Considerations**

- What are the legal and ethical considerations of collecting / processing the data. Make explicit mention of the planned procedures to handle consent for data sharing for data obtained from human participants, and/or how to anonymise data, to make sure that data can be made available and accessible for future research.
- What are the legal and ethical considerations around releasing and storing the data (e.g. anonymity of any participants)?
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#### **Copyright and intellectual property ownership**

- Who will own the copyright and Intellectual Property Rights (IPR) of any new data that you will generate?

#### **Resources**

- What resources will you require to deliver your plan?
- Costs of storage – why are these appropriate?
- How will these be met? (costs related to long term storage will be normally permitted by funders providing these are fully justified and relate to the project)