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Version	3.0 .
	Amended July 2019; September 2019; reviewed Open Research Steering Group May 2021
Summary of changes	Inclusion of information on how researchers can fulfil their data management obligations References added to the Concordat on Open Research Data and various other procedures since the last version. Research and Enterprise Service substituted for Research Services



Establish data deposit as an integral part of the open access process

- x Ensure the concept of data sharing is built into the research process from planning to publishing
- x Ensure key datasets are preserved and accessible for as long as required by funder, ethics committee or the University
- x Set out the University's obligations including the provision of facilities for the archiving of research data, training, support and guidance on good practice in research data management
- x Draw attention to existing relevant documentation that underpins and clarifies elements of the policy with particular regard to obligations of a legal, ethical, regulatory and contractual nature

3. Scope of policy

All academics at UCLan who produce or work with data generated as a result of research, regardless of how that research is funded;

- x All academics who supervise or co-supervise postgraduate research students;
- x All postgraduate research students.

4. Policy Awareness

All researchers should



Grants and Funding Unit (GFU) will advise whether a research funder requires a DMP to be included in the grant application.

DMPs should address the creation, management, storage and sharing of research data and the production of descriptive metadata to aid discovery and re-use. Researchers should use the UCLan, funder or generic DPM templates available in the Digital Curation Centre's DMPonline⁶.

Where a DMP is a requirement of funding or grant application/s, researchers must work with the _____ and GFU to ensure they are following good practice in research data management and to develop DMPs of a consistently high standard.

Research data must be stored appropriately and securely throughout the life of the research project in accordance with guidance from LIS. See; _____ and _____

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The Data Steward of any externally-funded project should meet with the Research Data Management Officer at regular intervals during the project lifetime, to be agreed at the post-award meeting.

Lead UCLan authors of published research are responsible for ensuring compliance with funder and University policy regarding open access to research papers and the underlying data. Published papers must acknowledge funders, where applicable, and include a short statement describing how and on what terms any supporting research datasets may be accessed.

6.2.1 Doctoral Supervisors

Where a researcher supervises doctoral students he/she should be aware of supervisor responsibilities with regard to ensuring retention of key PGR datasets. They should follow the _____

_____ and the Graduate School guiding principles for Research Supervisors,⁸ specifically;

- To assist PGRs with identifying any IP rights arising in or from their work and keeping this under regular review throughout the programme of study;
- To ensure the appropriate storage or deletion of PGR student data following completion of studies;
- To ensure that upon completion of studies PGRs remove and dispose of all data, equipment, materials and personal belongings appropriately and in a timely fashion;
- To arrange appropriate storage and/or archiving of PGR student data upon completion of studies;
- To advise PGRs of the requirement to ensure their thesis, plus relevant data is deposited into the institutional repository

6.2.2 Postgraduate Research Students

Primary responsibility for the management of data produced during research activities lies with the student, overseen by the Director of Studies/Supervisory Team

6.3 Intellectual Property Rights

Ownership of intellectual property (IP) created by UCLan staff is outlined in the University Policy on Intellectual Property (Section 3). IP which has potential exploitation (commercial and non-commercial) or publicity value or could otherwise enhance the reputation of UCLan should be identified and disclosed to the _____ at the earliest opportunity. The associated data may need to be withheld for a limited period of time (see point 6) to protect IP that would otherwise be compromised.

⁸ These principles are currently in draft but it is anticipated that they will be ratified



6.4. External Collaborations and Contracts

Where a project involves external collaborators, the lead organisation is responsible for putting appropriate formal agreements in place covering the contributions and rights of the various organisations and individuals involved. All such agreements should be reviewed and approved by the University before the project begins.

Except where this is a condition of funding, exclusive rights to research data must not be handed, sold or licensed to external parties.

7. Data Sharing and Preservation

All researchers should familiarise themselves with and comply with GDPR and DPA regulations on data sharing.

Data that has been selected for retention should not be deposited with any organisation that does not commit to its access and availability for reuse unless this is a condition of funding or would prevent commercial interests.

All digital research data that has been selected by the Data Steward or research group for retention should be deposited in the UCLan data repository or a suitable national or international data service or subject repository within 12 months of generation. As a minimum, where a dataset underpins published research, every effort must be made to ensure its availability on open access at the date of publication or before.

Research data that has been selected for retention should be registered with UCLan's data repository, even where the data has been deposited in an external repository or if the data is not suitable for open access. Datasets can be registered by creating a metadata-only record which must contain a stable link, preferably a digital object identifier (DOI) to the externally-held data, where applicable.

Funders typically regard non-deposit of research data as an exception therefore researchers should make every effort throughout the project to ensure data can be shared openly. Legitimate reasons for non-deposit of data include ethical, legal and commercial constraints; where feasible, issues preventing data sharing should be identified prior to data generation.

The funder should always be made aware of any constraints on access and researchers must be prepared to provide evidence justifying non-deposit. Where the risk has a limited time span, researchers should ensure a publication plan is in place. Data that is withheld or temporarily embargoed should still be managed and held in a format that would permit sharing in event of, for example, a Freedom of Information request or random audit by a funder.

If the research data are to be deleted or destroyed, for example because its agreed period of retention has expired or due to ethical or legal reasons, this should be done so in accordance with all legal, ethical, research funder and collaborator requirements, and with particular concern for confidentiality and security. Any action taken should be documented and retrievable, for possible future audit.



8. Sensitive Data

The University's [Ethical Principles for Teaching, Research, Consultancy, Knowledge Transfer and Related Activities](#) provides guidance on approaches to handling sensitive data. Where research involves the collection of personal data, researchers should work within the guidelines set out in UCLan's [Data Protection Policy](#)

8.1 Security-sensitive Data