

Research Data Management Procedure

Purpose and Scope

This procedure forms part of Murdoch University's governance framework and outlines the management of research data in compliance with the *Australian Code for the Responsible Conduct of Research 2018* (the *Code*) and other relevant requirements.

Murdoch University recognises that Research Data Management Plans and the adequate storing of research data during and following a project are a necessary part of undertaking research.

This procedure applies to all those undertaking research under the auspices of Murdoch University, including staff, students, and honorary staff.

Objectives

- To ensure compliance with the *Australian Code for the Responsible Conduct of Research (the Code)*, *State Records Commission Standards*, and the *Western Australian University Sector Disposal Authority* (WAUSDA) requirements for research data management.
- To equip researchers with best practice principles in research data management.
- To assist researchers with determining their research data management requirements.
- To ensure the requirements of funding bodies and publishers are met.

Overarching Policy

Research Data Management Policy

Procedure

Research Data Planning

1. Researchers must consider the type and volume of research data and materials they will be collecting and how these will be stored during and after the research project.

2. Where possible, researchers should include costings for data management and storage in their research funding proposals. Where this is not possible, alternative funding must be identified prior to the research commencing.
3. All new research projects must have a Research Data Management Plan (RDMP) in place at the start of the project.
 - 3.1. The research project's Chief Investigator (Cis), or data manager, must ensure that an RDMP is completed and maintained for projects that they lead.
4. At a minimum, the RDMP should address:
 - 4.1. the research project to which it is linked (title and IRMA ID, if available);
 - 4.2. the purposes for which the information will be collected, used and/or disclosed;
 - 4.3. the research project's Chief Investigator, as well as the data manager if this role is not played by the CI;
 - 4.4. for collaborative research projects, ownership of the research data as specified in a written agreement;
 - 4.5. estimated costings for data management and storage;
 - 4.6. where the data will be stored;
 - 4.7. the size and form of the data;
 - 4.8. who will have access to the data;
 - 4.9. the data's retention period and when it should be archived or destroyed;
 - 4.10. sensitivities that apply to the data (commercial, privacy, ethical, security classification);
 - 4.11. the level of protection required for the data;
 - 4.12. what, if any, licence will be applied to the data.
5. All research projects currently underway should already have an RDMP in place.
 - 5.1. Researchers undertaking projects without an RDMP should develop a plan as soon as possible.
 - 5.2. Researchers with completed projects requiring archiving of data collected should also develop an RDMP.
6. Researchers are encouraged to use the interactive Murdoch University RDMP form to develop their RDMPs for each research project, which can be [accessed here](#).
 - 6.1. The RDMP form has been designed for both new and established research projects.
 - 6.2. Upon completion of the interactive Murdoch University RDMP form, staff and students will be directed to either:
 - 6.2.1. use OneDrive for their data management requirements;
 - 6.2.2. apply for a Teams or SharePoint site, via the Murdoch IT Support Portal, from where they will be able to manage the project's data;

- 6.2.3. contact IT Services via the Murdoch IT Support Portal to discuss their non-standard data management requirements; or
- 6.2.4. contact the Murdoch University Library to begin the process of archiving their data from completed projects.
- 7. Researchers with non-standard data management requirements may be eligible to use Pawsey facilities. More information is available at [Pawsey](#).
- 8. The Research and Innovation Office, in conjunction with Information Technology Services and the Library, will use the data from the RDMP form to help determine standard storage requirements for research data during and following a project.
- 9. If researchers have used the RDMP form provided, they may manually update the PDF of their RDMP if they need to make changes to their plan.

Working with Indigenous peoples

- 10. Researchers working with Indigenous peoples must:
 - 10.1. conform to the *AIATSIS Code of Ethics for Aboriginal and Torres Strait Islander Research* and *Ethical conduct in research with Aboriginal and Torres Strait Islander Peoples and communities: Guidelines for researchers and stakeholders*;
 - 10.2. take into account Indigenous intellectual and cultural property rights, in addition to other copyright and intellectual property requirements; and
 - 10.3. reach an agreement regarding the storage of and access to data and determine strategies for allowing access and protecting confidentiality.

Storage of Research Data During a Project

- 11. Researchers must ensure their research data is stored in a manner that will:
 - 11.1. protect their data;
 - 11.2. have a record of progress;
 - 11.3. reduce the risk of accidental or deliberate deletion or falsification of data; and
 - 11.4. meet their research recordkeeping obligations.
- 12. Wherever possible, researchers should choose file formats that are:
 - 12.1. widely used within their discipline;
 - 12.2. open and non-proprietary;
 - 12.3. endorsed and published by standards agencies such as the International Organisation for Standardization (ISO); and/or
 - 12.4. self-documenting, in order that the file name itself contains useful metadata.
- 13. Wherever possible throughout the life of a research project, researchers should:
 - 13.1. store digital research data, associated records and documentation securely on appropriate Murdoch University licensed platforms, such as One Drive or Teams;
 - 13.2. digitise physical research data, records and primary materials wherever possible, and store them securely on appropriate Murdoch University licensed platforms; and

- 13.3. store physical data, primary materials and research records, including laboratory and fieldwork notebooks, securely in their laboratory or office, or in shared storage spaces within their organisational unit area.

Storage of Research Data at the conclusion of a Project

14. Wherever possible, at the completion of a project, researchers should:
 - 14.1. archive their digital research data securely on appropriate Murdoch University licensed platforms; and
15. Ensure all metadata relating to any data to be made fully or partially public is provided to the Murdoch University Library.
16. Research data should be classified according to the following schema:
 - 16.1. Public – Open access research data or data that is required to be made public;
 - 16.2. Sensitive – Data that can have a commercial impact on a funder or collaborating entity, underpins unpublished intellectual property, or data that contains personal details; or
 - 16.3. Highly Sensitive – Data where individuals can be identified, including medical data.
17. Public and sensitive data may still be subject to embargos, which should be discussed with the Library in the first instance.
18. Research data must be stored for the minimum period outlined in the *Research Data Management Policy*, or, if longer, for the period required by the funder supporting the project, and/or the Code.

Access to Research Data

19. Research data should be available and accessible to interested parties, both within and outside Murdoch University, in accordance with conditions as outlined in the RDMP.
20. Any access provisions in the RDMP must align with any written agreements.
21. Publicly funded research data sets should be openly accessible to other researchers.
 - 21.1. Where open access to research data is not possible, accessibility should be via a summary or metadata, or a delayed/partial release or licence.
 - 21.2. Completed research data sets should only be restricted if required by legislation, University policy, ethical, contractual, or privacy and confidentiality obligations, commercial patent possibilities or intellectual property rights.
22. When sharing data, researchers should consider the options for licensing of research data to provide clear parameters around the use and re-use of this data.
 - 22.1. The least restrictive option, such as the [Creative Commons Attribution Licence](#), is recommended for most data types unless otherwise specified by journals and agreements.
 - 22.2. More restrictive controls should be justified and information on this can be obtained from the [Library](#).

Transfer of Research Data

23. Researchers leaving Murdoch University should:
 - 23.1. review their datasets to ensure that their RDMPs are current, and all their datasets have a specified retention period;
 - 23.2. leave a copy of their dataset with the data manager, subject to Item 24; and
 - 23.3. arrange for another researcher to take on the role of data manager.
24. Subject to any ethical, cultural, commercial and legal (including privacy) restrictions, researchers may take a copy of and/or continue to access their research data by entering into a data sharing arrangement with the (new) data manager. This arrangement must be included in the research contract or in a separate data licence.
 - 24.1. Researchers leaving Murdoch University may apply to the Pro Vice Chancellor Research and Innovation to transfer the ownership and custody of a project's research data. This transfer is dependent on a written agreement between Murdoch University and the new institution.
 - 24.2. Graduate Research Degree (HDR) and other students involved in research leaving Murdoch University may apply to the Pro Vice Chancellor Research if they are seeking permission to remove/make a copy of any research data and materials, if these items fall within the scope of Murdoch University ownership, as outlined in the Murdoch University Intellectual Property Regulations.

Disposal of Research Data and Materials

25. Disposal of research data must be in accordance with the Murdoch Digital Media Disposal Standard and [WAUSDA](#) or any relevant procedures as determined by the University.
 - 25.1. When disposing of confidential research data and materials, secure methods should be used to ensure the data are not recoverable.
 - 25.2. Information on the disposal of research data and materials are available from the University's Records Management and Archives homepage.

Responsibilities

All staff and students engaged in research must comply with the [Research Data Management Policy](#) and follow these procedures.

Governance

Approval Authority	Deputy Vice Chancellor Research and Innovation
Owner	Deputy Vice Chancellor Research and Innovation
Legislation mandating compliance	

Category	Primarily academic
Related University Legislation and Policy Documents	<i>Intellectual Property Regulations</i> <i>Digital Media Disposal Standard</i> <i>Australian Code for the Responsible Conduct of Research (2018)</i> <i>Management of Data and Information in Research: A Guide Supporting the Australian Code for the Responsible Conduct of Research (2018)</i> <i>OECD Principles and Guidelines for Access to Research Data from Public Funding (2007)</i> <i>State Records Commission Standards</i> <i>Western Australian University Sector Disposal Authority</i>
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Administrative Amendment	08/08/2023	
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Approved	08/11/2021	RC/07/2021(ii)

Please refer to the electronic copy in the Policy and Procedure Manager to ensure you are referring to the latest version.