**Midtown IT**

Collection, Storage and Reporting Research Information

**PROCEDURE**

Created by

MIDTOWN IT

**Contents**

[Purpose 2](#_Toc113497595)

[Scope 2](#_Toc113497596)

[Research Data Ethics 3](#_Toc113497597)

[Data Collection 4](#_Toc113497598)

[Data Storage 6](#_Toc113497599)

[Data Retention and Disposal 7](#_Toc113497600)

[Data Sharing 7](#_Toc113497601)

[Research Findings Reporting 8](#_Toc113497602)

[APPENDIX A 9](#_Toc113497603)

[Research Report Template 9](#_Toc113497604)

**Collection, Storage and Reporting Research Information Procedure**

# Purpose

The purpose of this procedure is to standardise research activities across the organisation to achieve a consistent and high quality research practice. The procedure provides the guidelines to manage research data including:

* Collection
* Storage
* Retention and disposal
* Data sharing
* Reporting

# Scope

This procedure applies to all Midtown IT staff and includes:

* Permanent staff
* Contract staff
* Casual staff
* Apprentices and Trainees

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# Research Data Ethics

|  |  |  |
| --- | --- | --- |
| **Research Item** | **Responsibility** | **Actions** |
| Complete Ethics application in research deals with Human Research | Researcher | Lodge required forms.  Observe that:   * Participants are not identifiable from the data collected * An informed consent form is obtained * Confidentiality and data protection are addressed |
| Compliance with organisational Ethics Code and relevant legislation | Researcher | Ensure compliance with:   * Privacy legislation and policies * Confidentiality and data protection * Conflict of interest * Intellectual property * Diversity and respect |

# Data Collection

|  |  |  |
| --- | --- | --- |
| **Research Item** | **Responsibility** | **Actions** |
| Research strategy or methodology | Researcher | The research strategy selected depends on the type of data you need to collect to answer the research question. In general, you can include:   * Qualitative strategies * Quantitative strategies * Descriptive research strategy * Analytical research strategy * Applied or Action research strategy * Fundamental or Basic research strategy * Mixed strategies |
| Research methods | Researcher | Researchers can use a variety of methods, including:   * Internet searches * Market research * Literature reviews * Surveys * Questionnaires * Interviews * Observation * Experiments * Focus groups * Case studies * Documentation |

|  |  |  |
| --- | --- | --- |
| Data source’s reliability | Researcher | The researcher must ensure that only reliable sources are utilised in the data collection. This includes using:   * Reliable sources * Accurate data from verified sources * Authoritative sources   Depending on the risk-level of the research data the organisation may enable an internal data verification process. |
| Research data | Researcher | During the research data collection, the researcher gathers a variety of data and other items. Research data can include but is not restricted to:   * Digital facts * Images * Recordings (+transcripts) * Observation (+ transcripts) * Samples * Computer programs |

# Data Storage

|  |  |  |
| --- | --- | --- |
| **Research Item** | **Responsibility** | **Actions** |
| Storage during research phase | Researcher | To store research data, the researcher must:   * Create appropriate folder structure to store research data in a way that it is easy to retrieve and manipulate. * Organise research data by research question(s) * Create categories within each research question – add subcategories as required for complex data * Store data in a secure network drive that is controlled by a backup routine * Avoid storing data on personal unsecured storage devices. |
| Storage after research phase | Researcher  Archiver | Once the research phase has been completed and the research findings presented, all primary research data and complementary documentation must be securely stored in the designated network drive for the agreed retention period as per organisational procedures. |

# Data Retention and Disposal

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| --- | --- | --- |
| **Research Item** | **Responsibility** | **Actions** |
| Primary research data and complementary documentation | Researcher  Management | Primary research data and complementary documentation, collected by the researcher, must be retained for a reasonable period of time. In general, the minimum recommended retention period is 5 years.  Primary research data and complementary documentation, owned or co-owned by a third -party, must be retained for a reasonable period of time. The minimum retention period is at the discretion of the third-party or as dictated by legislation.  Primary research data may be required to defend the research outcomes if challenged by internal or external parties. |
| Primary data and complementary documentation | Archiver  Management | After the data retention period expires, data can be disposed of as per organisational guidelines. |

# Data Sharing

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| **Research Item** | **Responsibility** | **Actions** |
| Research findings | Researcher  Management | Research findings owned by the organisation or publicly funded can be shared internally and externally according to organisation policies and procedures.  Sharing research findings created in partnership with a third party will be controlled by an agreement with the organisation and the third-party. |

# Research Findings Reporting

|  |  |  |
| --- | --- | --- |
| **Research Item** | **Responsibility** | **Actions** |
| Presentations | Researcher | Research findings or findings excerpts may be used in internal and external presentations.  The researcher must ensure that the data presented does not include:   * Confidential information * Misleading information unintentionally produced by not presenting the totality of the data * Disrespectful material |
| Research Report | Researcher | Research reports must be created using the Research Report template included in Appendix A.  The template can be modified to add extra headings for complex or specific research projects, but no headings should be deleted. |
| Research publications | Researcher  Quality Control Officer | In press publications, research journal and other academic publications are subject to organisational policies and procedures and must be approved by management and a quality editor.  In certain instances, the document may be checked by a policy manager to ensure that there are no legal inconsistencies and that the interests of the organisation are protected. |

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# APPENDIX A

## Research Report Template

The general report structure for a research report is displayed in the table below.

The report has three main sections:

* Preliminary section headings
* Report Body section headings
* Reference section headings

|  |  |
| --- | --- |
| **Preliminary Headings** | Title page |
| Table of Contents |
| Abstract |
| **Body Headings** | Introduction |
| Research method or strategy |
| Analysis |
| Findings |
| Discussion |
| Conclusion |
| Recommendations |
| **Reference Headings** | References |
| Appendices |