

SUMMARY

Policy of the Retention of Primary Materials and Data at the NNF CfB

Data and primary materials should be retained, stored and managed in a clear and accurate form that allows the result to be assessed, the procedures to be retraced and – when relevant and applicable – the research to be reproduced.

The Danish code of conduct for research integrity, Data Management

Preamble

This local implementation of the DTU Policy on the Retention of Primary Materials and Data at the Novo Nordisk Foundation Center for Biosustainability (NNF CfB or CfB) is meant to aid researchers and other technical personnel in using existing infrastructure and available resources for all aspects related to data management. This will enable trustworthiness and high integrity of the work carried out at CfB, –in accordance with the Technical University of Denmark (DTU) Code of Conduct for Research Integrity and current national legislation ([link](#)).

Scope

This policy applies to all employees including MSc and BSc students and guests. The ultimate responsibility for ensuring the adherence to this document lies with the group leaders (principal investigators (PI)) appointed by the CfB.

This policy applies to research data/activities/materials/records acquired or otherwise used during research activities associated with CfB.

Research Data Management

CfB acknowledges the importance of ensuring proper management, security, accessibility and reusability of research data as well as the respect for any ethical, confidential and privacy requirements and concerns researchers might have.

1. Data Management Plans (DMPs)

The submission of a project specific DMP within the first months of initiation is required. The main responsible is the PI. Guidelines for the creation and submission of DMPs can be found [here](#).

2. Storage and IT

The local CfB storage and IT infrastructure descriptions are currently only valid for users of the electronic laboratory notebook (ELN) system Benchling. CfB has its own instance of [Benchling](#) which should be used, – do not use the public version. All information and data entered into Benchling will be stored at the Benchling data warehouse (DWH) as well as a CfB specific cloud based DWH and data lake (DL). Specific information on storage, duration of storage, publication of data and data governance at CfB can be found [here](#).

3. Minimum requirements for metadata.

In general, all data produced or used during research activities associated with CfB should be findable, accessible, interoperable and reusable (i.e. [the FAIR principles](#)). This is achieved by the collection, storage and linkage of adequate metadata connected with production and analysis of research data. Specific guidelines for metadata standards at CfB can be found [here](#).

Policy process

The CfB implementation of the DTU Policy of the Retention of Primary Materials and Data must be given to all new employees at CfB. This document will be reviewed and updated yearly and changes to this document will be presented at the CCC meetings.