1.2. A data management plan must be produced for all research projects before they commence. [1] Researchers will comply with funder data management requirements. However, where this is not specified, the University will provide a data management plan template for completion.

1.3. A collaboration agreement must be in place with external partners before the start of the [2] research that clearly addresses data management.

2. Live data [3]

2.1. Researchers must comply with funder data management requirements. Where this is not [4] specified researchers must ensure that all active research data is stored securely on the University networked storage system in both original and processed formats. The University has created a central research data file store (the SHU Research Store) for this purpose and will provide advice on technical solutions for research data storage and archiving. Metadata describing the structure and content of the data must be regularly created and updated for project continuity purposes.

If research data needs to be stored temporarily on portable storage devices, such as laptops [5] in the field or cloud storage, the researcher must ensure that this is done securely and that they comply with the University's policies on electronic data encryption.

3. Archiving [6]

3.1. Primary research data produced by University researchers that underpin a publication, which [7] are of potential long-term value and/or support a patent application, must be stored centrally and published when possible to ensure good research practice at the University.

3.2. Primary research data, whether in digital or hard copy, may be archived in the SHU Research [8] Data Archive or in an external research data repository. Data must be stored for a period at least as long as that required by any funder or sponsor of the research, any publisher of the research or as set out in the University's Research and Knowledge Transfer Records Retention Schedule.