- Research data should be actively managed to ensure that it is available for access, validation, and re-use (where appropriate).
- The rights and interests of research participants must always be protected.
- Researchers must comply with all relevant regulations, funder requirements, contractual obligations, and ethical requirements, as appropriate, at all times during their research.

3.2 Research data

Research data must be:

- Accurate, auditable, authentic, and reliable.
- Identifiable, retrievable, and available when needed.
- Secure and safe with appropriate measures taken in handling sensitive, classified, and confidential data.
- Kept in a manner that is compliant with legal obligations, University policy and, where applicable, the requirements of funding bodies; and
- Considered for long term preservation.

Clear arrangements for research data management must be in place prior to research data generation. The University recommends that all research projects have an associated Research Data Management plan (RDMP), with named researchers and their responsibilities detailed within. This may be a mandatory requirement as part of a grant application, and your Strategic Funding Manager will advise if so. It is the responsibility of the researcher to consider how legal and ethical restrictions will impact on their ability to share data at the end of the project and it is recommended that these considerations are addressed in a RDMP.

Research data must be stored and disposed of securely according to the relevant retention and disposal schedule, in accordance with legal, ethical, research funder and collaborator requirements and with particular concern for the confidentiality and security of the data. Records relating to research (e.g. master copies of approved consent forms, information sheets, records relating to ethical approval) should be retained for six years after the date of project closure, in line with the University Records Management Procedures. Research data that underpins published results or is considered to have long-term value should be retained.

Research data should be stored on Box unless there are specific reasons why this is not practical, nor in line with a collaboration agreement (for example). In this case advice should be sought from Digital Services in the first instance, and the Research Integrity Office where appropriate.

The deliberate or reckless mismanagement of research data and/or primary materials constitutes unacceptable research conduct and should be reported in line with the University Research Misconduct Policy or the Whistleblowing policy.

3.3 Collaborative research

When participating in collaborative projects, an Aston University lead must be identified to take responsibility for management of research data produced under the auspices of Aston