University. This person is also responsible for ensuring that data are managed appropriately and in line with any relevant contracts and/or ethics approvals in place.

3.4 What to do when you leave Aston

The University expects that researchers will make the necessary arrangements to deposit/archive research data associated with projects which are closed, or transfer/make available data and records which are associated with active research projects. It is expected that transfer will occur via Box, with shared ownership of relevant Box folders with other appropriate researchers within the University, noting that this should be done in line with any relevant contracts and/or ethics approvals in place. For any arrangements where Box cannot be used, Digital Services should be consulted to discuss and approve an alternative mechanism.

4. ROLES AND RESPONSIBILITIES

4.1. University

The University is responsible for:

4.1.1 Providing access to services and facilities for the storage, backup, deposit and retention of research data and records that allow researchers to meet their requirements under this policy and those of the funders.

4.1.2 ensuring that staff and research students understand the requirements for research data management and engage with training and development as necessary.

4.1.3 Providing the necessary resources to those central services responsible for the provision of these services, facilities, and training.

4.1.4 raising awareness of best practice in research data management in which legal, ethical, and professional requirements and standards are considered whenever research data are created, handled, used, shared or stored.

4.2. Heads of School/Department or Associate Deans for Research

Heads of School/Department or Associate Deans for Research are responsible for:

4.2.1 Ensuring that researchers in their area are aware of this policy and their responsibilities in relation to it.

4.2.2 Assist researchers in their area to meet the requirements of this policy.

4.2.3 Ensuring that when a member of staff leaves the institution before the completion of a project (and final deposit of research data), that a copy of data produced under the auspices of the University is retained.

4.2.4 Oversight of the curation and disposal of research data retained once a member of staff has left or retired from the University.