# RCA Generic Template *(WITH GUIDANCE NOTES)*

### Admin Details

**Plan Name:** RCA Generic Template

**Principal Investigator / Researcher:**

**Funder:** -

**Institution:** Royal College of Art

### 1. PROJECT Outline

**Give a brief (50-100 words) explanation of your research**

***RCA/DCC Guidance***

*My research is about …*

### 2. Data Collection

**What data will you collect or create?**

***RCA/DCC Guidance*** *Give a summary of the data you will collect or create, noting the content, coverage and data type, e.g., tabular data, survey data, experimental measurements, models, software, audiovisual data, physical samples, etc.*

*Outline how the data will be collected and processed. This should cover relevant standards or methods, quality assurance and data organisation.*

*Indicate how the data will be organised during the project, mentioning, e.g., naming conventions, version control and folder structures. Consistent, well-ordered research data will be easier to find, understand and reuse.*

*Explain how the consistency and quality of data collection will be controlled and documented. This may include processes such as calibration, repeat samples or measurements, standardised data capture, data entry validation, peer review of data or representation with controlled vocabularies.*

*Consider how your data could complement and integrate with existing data, or whether there are any existing data or methods that you could reuse.*

### 3. Documentation and Metadata

**What documentation and metadata will accompany the data?**

***RCA/DCC Guidance*** *Data documentation provides the information necessary to identify, understand and reuse your data. When this information is provided in a much more structured form it is known as 'metadata' (information about data). Without this information it may be impossible to understand or reuse the data.*

*Things to consider:*

1. ***What information about your data will you capture?***

*At a minimum your documentation should include project-level information such as details of who created or contributed to the data; how, why and when the data were created; description of the contents of the dataset; details of how and under what conditions the data can be accessed.*

*Where appropriate you should also include more data-specific information such as lists of variable names and definitions, values and their meanings, units of measurement, the representation of null values, descriptions of processing activities, software needed to access the data.*

1. ***What documentation will accompany your data?***

*Examples of data documentation include: research and laboratory notebooks, data dictionaries and codebooks, README txt files and descriptions of methods and protocols.*

*Consider also, whether there are other types of supporting documentation which could further help others to understand your data e.g. workshop or project diaries, blank consent forms, information sheet templates, survey tools, blank questionnaires/case report forms etc.*

*Consider using an existing metadata standard where such a standard exists. The Digital Curation Centre (DCC) maintains a list of*[*metadata standards*](http://www.dcc.ac.uk/resources/metadata-standards)*used in different disciplines.*

### 4. Ethics and Legal Compliance

**4.1 How will you manage any ethical issues?**

***RCA/DCC Guidance*** *Questions to consider:*

* *Have you gained consent for data preservation and sharing?*
* *How will you protect the identity of participants if required? e.g. via anonymisation*
* *How will sensitive data be handled to ensure it is stored and transferred securely?*

*Ethical issues affect how you store data, who can see/use it and how long it is kept. Managing ethical concerns may include: anonymisation of data; referral to departmental or institutional ethics committees; and formal consent agreements. You should show that you are aware of any issues and have planned accordingly. If you are carrying out research involving human participants, you must also ensure that consent is requested to allow data to be shared and reused.*

**4.2 How will you manage copyright and Intellectual Property Rights (IPR) issues?**

***RCA/DCC Guidance*** *Questions to consider:*

* *Who owns the data?*
* *How will the data be licensed for reuse?*
* *Are there any restrictions on the reuse of third-party data?*
* *Will data sharing be postponed / restricted e.g. to publish or seek patents?*

*State who will own the copyright and IPR of any data that you will collect or create, along with the licence(s) for its use and reuse. For multi-partner projects, IPR ownership may be worth covering in a consortium agreement. Consider any relevant funder, institutional, departmental or group policies on copyright or IPR. Also consider permissions to reuse third-party data and any restrictions needed on data sharing.*

### 5. Storage and Backup

**5.1 How will the data be stored and backed up during the research?**

***RCA/DCC guidance: Storage & security***

*Describe where the data will be stored and backed up during the course of research activities. This may vary if you are doing fieldwork or working across multiple sites so explain each procedure.*

*Identify who will be responsible for backup and how often this will be performed. The use of robust, managed storage with automatic backup, for example, that provided by university IT teams, is preferable. Storing data on laptops, computer hard drives or external storage devices alone is very risky.*

*See UK Data Service Guidance on*[*data storage*](https://www.ukdataservice.ac.uk/manage-data/store)*or DataONE Best Practices for*[*storage*](https://www.dataone.org/best-practices/storage)*.*

*Also consider data security, particularly if your data is sensitive e.g., detailed personal data, politically sensitive information or trade secrets. Note the main risks and how these will be managed. Also note whether any institutional data security policies are in place.*

*Identify any formal standards that you will comply with, e.g., ISO 27001. See the DCC Briefing Paper on Information Security Management -*[*ISO 27000*](http://www.dcc.ac.uk/resources/briefing-papers/standards-watch-papers/information-security-management-iso-27000-iso-27k-s)*and UK Data Service guidance on*[*data security*](https://www.ukdataservice.ac.uk/manage-data/store/security)*.*

*The RCA makes available the institutionally managed Google Drive suite of applications. Google Drive data is stored on servers within the EU and has been assessed by the RCA as a safe and appropriate venue for research data. Google Drive allows for files and data to be accessed from multiple devices, so multiple project team members can work on them collaboratively. Google Drive also permits individual permissions so access to sensitive data can be managed as appropriate with internal and external partners. As a Cloud-based online technology, Google Drive removes the risk of data loss as automatic backup of all data is ensured. Furthermore, Google Suite has in-built version control meaning that older versions of the data are retained and backed up, thus guarding against human input error and ensuring retrieval of older versions if necessary. Google Suit undergoes regular independent audits on their data centres, network and operations. This is in compliance with the certified industry standards such as ISO 27001 and 27017.*

**5.2 Will you need to digitise any physical data, artwork, prototypes or models etc for storage and backup?**

***RCA/DCC Guidance*** *Sometimes, depending on the types of data you are working with and research you are carrying out, it may be necessary to create digital representations of physical data to document, store and backup your research. For example this may be the case if you are working with:*

*- art and design objects*

*- prototypes*

*- sculptures*

*- toiles*

*- architectural models*

*- material samples*

*- sketches*

*- hand drawn or physical diagrams*

*- paintings*

*- prints*

*- etc...*

*If working with this kind of data think about how you may digitise this if necessary. You may consider using College infrastructure such as printer/scanners, book scanners, photographical equipment; specialist scanning equipment (flatbed scanner, photographic studio) provided through the Special Collections service. Alternatively you may use your own equipment. Explain why you will use the method you choose, when you will digitise material, what format the digital data will be produced in, and how this will be stored and backed up.*

*If you will be producing physical data that can’t be digitised, explain why this is the case and how and where it will be stored, e.g. in a locked studio space etc.*

### 6. Selection, curation and Preservation

**6.1 Which data are of long-term value and should be retained, shared, and/or preserved?**

***RCA/DCC guidance:*** ***Preservation***

*Describe how you will preserve and share your data, including the length of time they will be kept and the nature of the storage location. The RCA Research Data Management Policy requires that all data needed to validate research findings are kept for a minimum of 10 years. Also indicate if any additional resources or funding will be required to deposit and store the data.*

*Funders generally expect data with long-term value to be preserved and remain accessible, alongside the software and code needed to reproduce your findings. This does not mean that you need to keep all of your data, but you will need to state who will be responsible for choosing and archiving data, as well as documenting the removal of any data that must be destroyed.*

*It is particularly important to preserve data which cannot be remeasured or recreated. Many research funders specify which data need to be preserved, how long for and where they should be deposited. See the DCC guide*[*How to appraise and select research data for curation*](http://www.dcc.ac.uk/resources/how-guides/appraise-select-data)*.*

**6.2 What is the long-term preservation plan for the dataset?**

***RCA/DCC guidance: Data repository***

*Long-term preservation and access is generally best managed by using a specialist repository. While you don’t have to specify the repository you will use, you should state the criteria you will use to select it. When considering a repository, you should examine their policies, procedures, metadata standards and any costs that might be incurred. If using a storage facility other than an established repository or data centre, you will need to demonstrate its efficacy and longevity.*

*Some funders specify a data repository, such as*[*UK Data Service ReShare*](http://reshare.ukdataservice.ac.uk/)*,*[*NERC Data Centres*](http://www.nerc.ac.uk/research/sites/data/)*or*[*Archaeology Data Service*](http://archaeologydataservice.ac.uk/)*. Resources such as*[*re3data*](http://www.re3data.org/)*and those provided by* [*BBSRC*](https://bbsrc.ukri.org/research/resources/#datasharing)*or*[*Nature*](https://www.nature.com/sdata/policies/repositories) *can be used to find an appropriate repository. General purpose repositories that you may consider are* [Zenodo](https://zenodo.org/) *and* [Figshare](https://figshare.com/)*; these are non-discipline specific open access repositories that will ensure the preservation of data for a minimum of 10 years from the last point of access and provide a permanent DOI for the data. Alternatively, RCA researchers can deposit small datasets, particularly those containing textual or visual material, in the RCA Research Repository. All research data selected for long-term preservation should be registered in the RCA Research Data Repository, irrespective of where the data files themselves are deposited. Research data in non-digital formats, and digital data that cannot be made accessible or requires controlled access, should also be registered in the RCA Research Repository. This will increase the discoverability and visibility of the research data.*

### 7. Data Sharing

**How will you share the data?**

***RCA/DCC guidance:*** ***Data sharing***

*Outline which data you will share and how you will share them, e.g. depositing in a repository, using a secure data service or dealing with data requests individually. The method(s) used will depend upon the size and nature of the data. You should use standards and formats that enable reuse, and ensure data is discoverable through use of accurate metadata and persistent identifiers.*

*The Digital Curation Centre provides useful advice about*[*data appraisal and selection*](http://www.dcc.ac.uk/resources/how-guides/appraise-select-data)*.*

*Most funders allow a delayed release to allow researchers to have exclusive use of their data and to exploit the results of their research. See the RCA page on Research Funder Policies to determine when you need to make your data available. Restrictions on the release of data may be allowed, to protect confidentiality and for other ethical and legal reasons.*

*While restrictions on sharing should be minimised, you should take into account the following when sharing data:*

* *Does your data include confidential and sensitive information?*
* *Have participants given consent for their data to be shared?*
* *Consider what can be done to make sensitive data openly sharable - can these data be anonymised?*
* *Do different parts of your data require different access conditions? These may require separate deposits.*
* *Who will be responsible for controlling access?*

*Whatever form of publishing is used, research data should be licensed to indicate what users may or may not do with the data. Data repositories will indicate what licences are available for the data they house. More information is available from the Digital Curation Centre on* [*how to license research data*](http://www.dcc.ac.uk/resources/how-guides/license-research-data)*.*

*For all Royal College of Art research, a metadata record should be registered in the RCA Research Repository.*

*A Data Access statement should also be included in any publication based upon the research data. A Data Access Statement is a short statement explaining where the data is available, and under what license or access conditions. This helps to further increase the visibility of the data whilst also supporting the validity and reproducibility of your research findings.*

### 7. Responsibilities and Resources

**7.1 Who will be responsible for data management?**

***RCA/DCC Guidance*** *Questions to consider:*

* *Who is responsible for implementing the DMP, and ensuring it is reviewed and revised?*
* *Who will be responsible for each data management activity?*
* *How will responsibilities be split across partner sites in collaborative research projects?*
* *Will data ownership and responsibilities for RDM be part of any consortium agreement or contract agreed between partners?*

*Outline the roles and responsibilities for all activities e.g. data collection, metadata production, data quality, storage and backup, data curation & data sharing. Consider who will be responsible for ensuring relevant policies will be respected. Individuals should be named where possible.*

**7.2 What resources will you require to deliver your plan?**

***RCA/DCC Guidance*** *Questions to consider:*

* *Is additional specialist expertise (or training for existing staff) required?*
* *Do you require hardware or software which is additional or exceptional to existing institutional provision?*
* *Will charges be applied by data repositories?*

*Carefully consider any resources needed to deliver the plan. Where dedicated resources are needed, these should be outlined and justified. Outline any relevant technical expertise, support and training that is likely to be required and how it will be acquired. Provide details and justification for any hardware or software which will be purchased or additional storage and backup costs*

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*Funding should be included to cover any charges applied by data repositories, for example to handle data of exceptional size or complexity. Also remember to cost in time and effort to prepare data for deposit and ensure it is adequately documented to enable reuse. If you are not depositing in a data repository, ensure you have appropriate resources and systems in place to share and preserve the data.*

*See UKDS guidance on* [*costing data management*](http://ukdataservice.ac.uk/manage-data/plan/costing.aspx)*.*