**AHRC DMP TEMPLATE *(WITH GUIDANCE NOTES)***

## Admin Details

**Plan Name:** AHRC Data Management Plan

**Principal Investigator / Researcher:**

**Funder:** AHRC

**Institution:** Royal College of Art

1. **Data summary**

**Briefly introduce the types of data the research will create. Why did you decide to use these data types?**

***AHRC guidance***

*When defining data types, consider the format/quality of the data and how you will make it as easy as possible to access the data.*

*Consult with your institution’s data support (e.g. library services, IT department).*

***RCA/DCC guidance: Data description***

*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.*

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

*Indicate which data are of long-term value and should be shared and/or preserved.*

*If purchasing or reusing existing data, explain how issues such as copyright and IPR have been addressed. You should aim to minimise any restrictions on the reuse (and subsequent sharing) of third-party data.*

**2 Data collection**

**Give details on the proposed methodologies that will be used to create the data. Advise how the project team selected will be suitable for the data/digital aspects of the work, including details of how the institution’s data support teams may need to support the project.**

***RCA/DCC guidance: Data collection***

*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.*

*See the DataOne Best Practices for*[*data quality*](https://www.dataone.org/best-practices/quality)*.*

**3 Short-term data storage**

**How will the data be stored in the short term?**

***AHRC guidance***

*You should consult with the institution’s data support (e.g. library services, IT department).*

*By submitting the DMP you are confirming that:*

* *The institution is able to store the data appropriately during the lifecycle of the grant, the relevant people have been consulted and this has been considered and agreed.*
* *The institution has considered all the risks, and storage will be in line with the institution’s data management policy (provide a link to the policy if applicable).*

***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 device, 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.*

**3a What backup will you have in the in-project period to ensure no data is lost?**

*See guidance above in section 3.*

**4 Long-term data storage**

**How will the data be stored in the long term?**

***AHRC guidance***

*For advice on data storage and sharing, including future planning for the data, see:*

[*Digital Preservation Coalition Knowledge Base*](https://www.dpconline.org/knowledge-base)

[*Digital Curation Centre*](https://www.dcc.ac.uk/guidance)

***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.*

[*UKRI*](https://www.ukri.org/) *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)*.*

**4a Where have you decided to store it, why is this appropriate?**

***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.*

**4b How long will it be stored for and why?**

*See RCA/DCC guidance:* [*Preservation*](#Preservation)

**4c Costs of storage – why are these appropriate? Costs related to long-term storage will be permitted providing these are fully justified and relate to the project. Full justification must be provided in Justification of Resources (JoR).**

***AHRC guidance***

*Costs of preserving the data: See* [*4C (Collaboration to Clarify the Costs of Curation)*](http://www.4cproject.eu/roadmap/)

***RCA/DCC guidance:*** ***Budget***

*Carefully consider and justify any resources needed to deliver the plan. These may include storage costs, hardware, staff time, costs of preparing data for deposit and repository charges. Use of RCA Google Drive storage and the RCA Research Repository will not incur costs. Neither will general purpose repositories such Zenodo and Figshare. Costs for the use of other data repositories should be explored and noted.*

*Outline any relevant technical expertise, support and training that is likely to be required and how it will be acquired.*

*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 UK Data Service guidance on*[*costing data management*](https://www.ukdataservice.ac.uk/manage-data/plan/costing)*.*

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**5 Data sharing**

**How the data will be shared and the value it will have to others**

***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.*

**5a How the data will enhance the area and how it could be used in the future**

**5b Releasing the data – advise when you will be releasing and justify if not releasing in line with AHRC guidelines of a minimum of three years. If the data will have value to different audiences, how will these groups be informed?**

*See RCA/DCC guidance:*[*Data sharing*](#Sharing)

**5c Will the data need to be updated? Include future plans for updating if this is the case.**

**5d Will the data be open or will you charge for it? Justify if charging to access the data.**

**5e Financial requirements of sharing – include full justification in the JoR**

*See RCA/DCC guidance:* [*Data sharing*](#Sharing)*and* [*Budget*](#Budget)

**6 Ethical and legal considerations**

**6a Any legal and ethical considerations of collecting the data**

***AHRC guidance***

*Consult with the relevant people in your organisation to ensure you are aware of any IP considerations and data protection requirements.*

***RCA/DCC guidance: Ethics and privacy***

*Investigators carrying out research involving human participants should request consent to preserve and share the data. Do not just ask for permission to use the data in your study or make unnecessary promises to delete it at the end. Ensure all intended uses of the data are included explicitly in your consent form and ethics approval.*

*Consider and describe how you will protect the identity of participants, e.g., via anonymisation or using managed access procedures.*

*Ethical issues may affect how you store and transfer data, who can see/use it and how long it is kept. You should demonstrate that you are aware of this and have planned accordingly.*

*See UK Data Service guidance on*[*consent for data sharing*](https://www.ukdataservice.ac.uk/manage-data/legal-ethical/consent-data-sharing)*.*

*See*[*ICPSR approach to confidentiality*](http://www.icpsr.umich.edu/icpsrweb/content/datamanagement/confidentiality/index.html)*and Health Insurance Portability and Accountability Act*[*(HIPAA) regulations for health research*](https://privacyruleandresearch.nih.gov/)*.*

**6b Legal and ethical considerations around releasing and storing the data – anonymity of any participants, following promises made to participants**

***AHRC guidance***

*By submitting the DMP you are confirming that:*

* *You have considered the legal considerations of collecting and releasing the data and have consulted with appropriate support.*
* *The data collection, creation, storage and dissemination will conform to the institution’s ethical policy.*

***RCA/DCC guidance: Intellectual property rights***

*State who will own the copyright and IPR of any existing data as well as new data that you will generate. For multi-partner projects, IPR ownership should be covered in the consortium agreement.*

*Outline any restrictions needed on data sharing, e.g., to protect proprietary or patentable data.*

*Explain how the data will be licensed for reuse. See the DCC guide on*[*How to license research data*](http://www.dcc.ac.uk/resources/how-guides/license-research-data)*and EUDAT’s*[*data and software licensing wizard*](https://ufal.github.io/public-license-selector/)*.*