Research Data Management Policy
University of Kent – updated January 2017

Vision

'Research Data Management' (RDM) covers all aspects of the planning, capture, review, publication, storage, preservation and re-use of data[i] produced by research activity. The University's vision for Research Data Management is as follows:

1. Research data will be managed to high standards throughout the research data lifecycle[ii] as part of the University's commitment to research excellence.

2. Principal Investigators for each research project or programme are trained and supported to take on responsibility for the creation of research data management plans for all research activity, and for ensuring that all members of the research team are aware of, understand and abide by the plan.

3. Descriptive information about such data will be made widely and easily available, and wherever possible the data itself will be available for public consultation and re-use.

Policy

The University's Open Access Policy takes precedence and gives overall steer regarding Open Access:

University of Kent Open Access Policy

1. The University of Kent supports the principles and objectives of Open Access and Open Science.

2. Where possible it will make all forms of output from its research available freely and accessibly in ways that allow them be used and re-used for the benefit of the wider society. To this end, it is important that any underlying data referred to should also be available on the same basis, where appropriate.

RCUK Open Access Policy

3.3 (ii) As part of supporting the drive for openness and transparency in research, and to ensure that researchers think about data access issues, the policy requires all research papers, if applicable, to include a statement on how underlying research materials, such as data, samples or models, can be accessed.

However, the policy does not require that the data must be made open. If there are considered to be compelling reasons to protect access to the data, for example commercial confidentiality or legitimate sensitivities around data derived from potentially identifiable human participants, these should be included in the statement.

In addition to these policies other research funders routinely make requirements of researchers regarding research data according to specific policies. An overview of these has been collated by the Digital Curation Centre. Individual publishers also require authors to share underlying research data. Details can be checked using the Sherpa Juliet service.

Those carrying out research at the University are required to adhere to a number of requirements:

Requirements of Researchers

Research Data Management Plans
- All research proposals must include RDM plans or protocols that explicitly address data capture, management, integrity, confidentiality, retention, sharing and publication.
- RDM plans must ensure that research data are available for access and re-use where legally, ethically and commercially appropriate, taking note of any relevant safeguards. Data release will be timely, as appropriate to the nature of the research and the discipline.

Public Data and Descriptive Information upload
- All data referenced by or used as a part of published research should be acknowledged by a descriptive entry in the Kent Academic Repository, linked to any related publications
- Where possible, the data should be uploaded to a recommended third-party repository service, and then linked to from related publications in the Kent Academic Repository. A list of available data repositories is provided by DataCite.
- Alternatively, and where possible the data itself can be uploaded for public access to the University of Kent's data repository, the Kent Data Repository
- Data should not be deposited or uploaded to any service, or with any organisation, that restricts access unless this is a condition of funding or is required for data confidentiality, or unless the data is also openly available elsewhere.

Funder, Journal and Publisher Requirements
- Where any specific funder, journal or publishers requirements exceed the stated requirements of the University, researchers should consult Research Services and Information Services for advice.
- Agreements should not be made with any public funder that contradicts this policy.
- Where funding is from a private source the right to make data created as part of the research openly accessible should be sought wherever possible.

Governance and Support
The implementation of this policy will be governed by the Research and Innovation Board, and support for researchers will be provided by Research Services and Information Services.

Preservation
This policy aims to promote activities to ensure the authenticity, reliability and integrity of all data created as part of research activity carried out at the University, and where possible providing usable versions for current and future research, teaching or learning.

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[i] Recorded information (regardless of format or type) that supports or validates research observations, findings or outputs

[ii] http://www.dcc.ac.uk/digital-curation/digital-curation-faqs/dcc-curation-lifecycle-model