



DATA MANAGEMENT PLANNING RD@ESSEX

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UK DATA ARCHIVE
UNIVERSITY OF ESSEX

COMPONENTS OF INSTITUTIONAL DATA SERVICES
JISC MRD WORKSHOP NOTTINGHAM, 24 OCTOBER 2012



**UK • DATA
ARCHIVE**

Piloting a research data management and sharing infrastructure for the University of Essex

UK Data Archive, Information Systems & Services (ISS),
Research and Enterprise Office (REO), Records
Management

Pilot departments:


- Biological Sciences (proteomics, bio-imaging)
- Essex Business School (management)
- Language & Linguistics (2nd language acquisition, socio-linguistics)
- Computing & Electronic Systems (artificial intelligence)

- Policy & advocacy
 - UoE Research Data Management (RDM) policy
 - ESPRC policy framework roadmap
- Support & training
 - DMP guidance
 - DM training
- Data repository
 - EPrints data instance
 - UI and workflow customisations
 - metadata profile & standards (DDI, INSPIRE)
 - DOI

DMP GUIDANCE - ESSEX RESEARCHERS

- Guidance on REO website
 - Content of a DMP
 - Roles and responsibilities
 - Costing and resources
 - Available help (UKDA, ISS)
- Pointing to extensive UK Data Archive DM guidance: [Create & Manage Data](#)
- With REO further develop our [Data management costing tool](#) (developed during JISC-funded [DMP-ESRC project](#))



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Data management plans

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Many research funders now require, as part of their data policy, that a data management and sharing plan be submitted as part of each research grant application. In the UK this is the case for AHRC, BBSRC, Cancer Research UK, ESRC, MRC, NERC, STFC and the Wellcome Trust.

A data management and sharing plan helps you consider, at the project design and planning stage, how research data will be managed during the research process and shared afterwards with the wider research community. A plan links data management roles and responsibilities to particular research activities, shows what support may be needed and helps justify the resources and funding required.

- **Content of a Data Management Plan**
- **Roles and responsibilities**
- **Costing and resources**

What help is available?

The REO is happy to discuss and comment on a draft Data Management Plan. Please contact your specified [Research and Enterprise Manager](#) in the early stages of developing your research proposal.

Data storage, back-up, access and security aspects can be discussed with ISS.

The UK Data Archive's [Research Data Management Team](#) can provide advice on a wide range of data management planning and data sharing aspects.

In practice

Good data management does not end with planning. Once a project starts, it is important that measures are put into practice to implement effective data management.

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[UK funders requirements on data management plans, DCC](#)

[Data management costing tool, UK Data Archive](#)

[Create & Manage Data guidance, UK Data Archive](#)

Content of a Data Management Plan

Whilst each funder specifies particular requirements for the content of a plan, common areas are:

- what data will be generated during research
- metadata, standards and quality assurance measures
- plans for sharing data
- ethical and legal issues or restrictions on data sharing
- copyright and intellectual property rights of data
- data storage and back-up measures
- data management roles and responsibilities
- costing or resources needed

You should critically assess how you can share your research data, what might limit or prohibit data sharing and whether any steps can be taken to remove such limitations, when developing a data management plan.

Roles and responsibilities

People with responsibilities for data management and sharing may include:

- project director designing research
- research staff collecting, processing and analysing data
- external contractors involved in data collection, data entry, transcribing, processing or analysis
- support staff managing and administering research and research funding
- institutional IT services staff providing data storage and back-up services
- external data centres or web services archives that facilitate data sharing

Costing and resources

To cost research data management and sharing at the time of preparing an application, we recommend that you identify the resources that would be needed to make research data shareable beyond the primary research team; that is in addition to the planned standard research procedures and practices. Resources needed may include people, equipment, infrastructure and tools to manage, document, organize, store and provide access to data.

DM TRAINING - ESSEX RESEARCHERS

University of Essex Learning and Development programme for staff for year 2012-2013:

- Sharing your research data – ethical & legal issues, 24 January 2013
- Looking after your Research Data, 5 December 2012 & 19 February 2013
- Grant writing workshop, incl. resourcing and costing data management, Spring 2013

www.data-archive.ac.uk/create-manage/advice-training

OUR EXPERTISE

Working with researchers on data sharing & management

- Economic and Social Data Service (ESRC, 2002-2012)
- Rural Economy and Land Use programme Data Support Service (Relu-DSS) (ESRC, NERC, BBSRC, 2005-2012)
- Data Management Planning for ESRC Data-rich Investments (DMP-ESRC (JISC, ESRC, 2010-2011)
- MRC Data Support Service project (MRC, 2011-2012)
- RD&Essex (JISC, 2011-2013)
- UK Data Service (ESRC, 2012-2017)

Working with Funders on Data policies: ESRC, MRC, Relu

- Data management planning strategy
 - Guidance for applicants & reviewers
 - Review DMP experiences
-

OUR RESOURCES

Best practice guidance on managing and sharing research data (online and published guide)

incl. training resources, examples, templates, tools, DM checklist

The screenshot shows the UK Data Archive website interface. At the top, there is a navigation bar with links for HOME, ABOUT US, CREATE & MANAGE DATA (highlighted), DEPOSIT DATA, HOW WE CURATE DATA, FIND DATA, and NEWS & EVENTS. The main content area is titled 'CREATE & MANAGE DATA' and features a video player with a play button. To the right of the video, there is a text box that reads: 'We facilitate data sharing. Find out about best practices for creating, preparing, storing and sharing data'. Below this, there are several sections with 'READ ON' buttons: 'RESEARCH DATA LIFECYCLE', 'STARTING YOUR RESEARCH', 'CONSENT & ETHICS', and 'ADVICE & TRAINING'. On the right side of the page, there is a search bar and a sidebar with links for 'DEPOSIT YOUR DATA', 'FIND DATA', 'WATCH A VIDEO ABOUT US', 'A QUICK GUIDE TO THE ARCHIVE', 'DISCUSS WITH US', 'DOWNLOAD MANAGING & SHARING DATA BROCHURE', 'CREATE & MANAGE DATA FAQ', and 'JOIN OUR MAILING LIST'. The UK Data Archive logo is visible in the top left corner.



OUR DATA MANAGEMENT GUIDANCE

- planning for data sharing
- ethical and legal aspects of data sharing and re-use
- data copyright
- documentation and metadata to understand and use data
- data formats, formatting and quality control for long-term preservation
- storage and back-up of data and files
- security and controlled access to data
- strategies for research centres and large projects



Planning for sharing



Consent and ethics



Copyright



Documenting your data



Formatting your data



Storing your data



Strategies for centres

www.data-archive.ac.uk/create-manage

MRD QUESTIONS

- What works?
 - Taking our expertise to more research hubs from range of disciplines and getting their views/priorities
 - Applying our expertise at Essex (e.g. training)
 - Support/training noted in EPSRC policy framework roadmap
- Lessons learned
 - DM costing important for REO
 - Collaborative spaces/access important for many researchers (not provided by ISS)
 - Researchers see active role for REO in DMP

MRD QUESTIONS

- Remaining challenges
 - DMP still not considered priority by REO / researchers
 - Implementing effective DM
 - Communication and engagement between researchers, REO & ISS
- How approach challenges ?
 - University communicate importance of DM and DS to researchers
 - University implement RDM policy



CONTACT

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