Project Description

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<th>Project</th>
<th>Research Data Management Project</th>
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<td>Version</td>
<td>V1.00 (summary version for Libguide)</td>
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1. Project Definition

1.1. Background

DMU’s Strategic Framework outlines our ambitions to create a dynamic and pervasive research and scholarly culture and to increase the visibility and impact of our research. It also identifies a key performance indicator regarding research applications success rate. The effective management of research data is seen by government and funders as being increasingly key to a culture that values and observes research integrity and is willing to share and re-use data.

Research funders are requiring evidence that research data will be effectively managed and shared where appropriate. It will become increasingly difficult to be successful in grant applications without an effective Research Data Management approach.

This project seeks to implement a Research Data Management Solution for DMU. This includes a technological system, a support and training service and processes and procedures for research data management.

The project requires joint working between the RBI, ITMS, the Library, the Graduate School and faculties. Gateway 0 was approved at the Strategic Portfolio Board on 21st September 2016.

1.2. Objectives

**Objective 1:** To implement, pilot and roll out a system for storing and sharing (within project) active digital research data being worked on, and a research data repository for storing and sharing (inc externally if appropriate), completed digital research data. Roll out to include awareness raising for research groups, faculties and schools, and for research support staff, ethics committees and ITMS business partners. The system(s) should meet the requirements set out in the requirements document. The system(s) will be used by research staff; some elements will also be used by PhD students. The system(s) to be rolled out by early June 2018.

**Objective 2:** To make recommendations for procuring or deferring procurement of a system for long term digital preservation. If the decision to procure is taken, to procure a system by early July 2018.

**Objective 3:** To develop and implement processes for preparing, assessing and monitoring data management plans, and workflows for checking and ingesting data and metadata that is included in the repository. Processes and workflows should be developed to create as little additional workload for researchers as possible, and should be incorporated into existing processes where possible. Processes will apply to research staff only. Workflow will apply to Research staff and PhD students. Processes and workflow to be implemented by early June 2018.

**Objective 4:** To develop, pilot and roll out an RDM training programme for research staff and PhD students. This may be e-learning or face to face or a combination of the two. Elements of the training should be mandatory and include a test. There may be elements which are customised to staff or students. Training programme to be rolled out by end February 2019.
Objective 5: To develop and implement an RDM support service for research staff. This should include experts from different departments in the University to advise on different aspects. The service should have a single front end and appear seamless to the researchers using it. RDM support service to be launched by November 2018.

Objective 6: To develop and implement a costing and charging model for RDM. This will allow the cost of use of the RDM systems to be included in bids and charged to projects, with costs being recouped by relevant departments (usually ITMS). This will apply to research staff led, funded research projects only. The model to be implemented by early March 2018.

Objective 7: To review the current Guidance on Good Practice in Research Data Management in terms of updating content and deciding whether it should become a formal DMU policy. This should be completed by October 2018.

Objective 8: To provide effective communications about the project and to encourage engagement with the project, by following the project communications plan. This will span the lifetime of the project.

Objective 9: To transfer the above systems, processes, training and support to Business As Usual by end May 2019.

1.3. Desired Outcomes

- DMU researchers will have the facilities, knowledge and support to comply with funders’ RDM requirements
- DMU researchers will be able to easily comply with publisher requirements for publishing data
- DMU researchers will have access to secure and backed up systems to store their data
- Appropriate data will be stored and preserved for the long term
- DMU researchers will be able to easily share their data with other researchers, internal and external to the University
- DMU researchers will have access to data created by other DMU researchers
- It will be easier for DMU researchers to submit data sets as REF outputs
- DMU will have access to its researchers’ data in the long term, even after those researchers have left
- RDM processes and workflows will enable quality control, including checks for compliance with legal requirements
- DMU will be able to recoup some costs for RDM from funders
- DMU, as an institution will comply with funder requirements, including EPSRC requirements and those of the Open Data Concordat
- DMU will be better able to meet requirements for the post 2021 REF which will include RDM requirements

1.4. Scope and exclusions

In scope

The scope of the project covers the selection and phased implementation of a Research Data Management solution for DMU Research Staff and Postgraduate Research Students, to be used for new projects. This includes:

- A secure, regularly backed up storage and server system for dealing with live research data
- A means of archiving research data to meet funder requirements for security, preservation and Open Data
- RDM training for Research Staff, PGR supervisors and Research Students
- Data management planning
- Data curation (appraising, selecting and preparing data for archive, plus looking after and administrating the data once archived)
- Technical support for research servers and software
- Mapping of University Policies and procedures relevant to this area
- Development of RDM policy and processes
- Identification of costing model and approach to recoup money from funders and reimburse relevant departments
- Linking with identified University systems, such as Vertigo Ventures, DORA, CRIS

‘Research data’ is defined as per the University’s Good Practice Guidelines on Research Data Management.

Out of scope

The scope of the project does not include:

- RDM solution for Undergraduate Students
- Administrative data
- Software solutions for data analysis
- Development of specialist archives (though these may form a development from this project)
- Digitising hardcopy data (though this may form a development from this project)
- Migration of data from previous projects (though this may form a development from this project)
- Implementation of digital lab books (though this may form a development from this project)
- Physical storage space for data in the form of physical artefacts.