# Research Data Management at the University of Northampton

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# Outline

- Requirements at Northampton
  - Research Data Management Policy

- Support available
  - Data Management Planning
  - Storage and preservation
  - General enquiries and research hub

# What to do?

## Research Data Policy

In June 2011 the University's Research Committee approved the following policy and procedure for the management of research data.

The University of Northampton recognises that good research is underpinned by good research data management.

In accordance with the recommendations of Research Councils UK, the university expects researchers to:

- "Keep clear and accurate records of the research procedures followed and the results obtained, including interim results

- Hold records securely in paper or electronic form

- Make relevant primary data and research evidence accessible to others for reasonable periods after the completion of the research: data should normally be preserved and accessible for [at least] ten years"...

- ..."Manage data according to the research funder's data policy, and all relevant legislation

- Wherever possible, deposit data permanently within a national collection." (Research Councils UK, 2009, p.5)

If no appropriate national collection exists then following the completion of the research project all data will be deposited in a secure central storage facility to be provided by the university.

In order to meet these expectations, the Principal Investigator is, at an early stage of their research project, encouraged to produce and then follow a data management plan (DMP). The DMP Online tool is recommended for this purpose.

# How to do it?

## Research data management procedure

At the start of every funded project, the Principal Investigator will produce a DMP in line with the funder's specific requirements, or if no requirements are specified by the funder, then in accordance with the good practice described by DMP Online.

The Principal Investigator will be responsible for ensuring that the actions outlined in the DMP are carried out.

At the end of a project data will be deposited in either a national collection or in the university's secure central storage facility. If the latter then the data must incorporate adequate descriptive metadata and, if necessary, accompanying explanatory documentation.

Datasets within the university's central storage facility will be subject to review after five years following deposit. The review will be undertaken by the researcher and the Records Manager. In the absence of the original researcher, an appropriate academic colleague will conduct the review with the Records Manager.

If required as a result of the review, data will be destroyed or otherwise securely disposed of by the University Records Manager.

# Who can help?

## Support for research data management

The following support is currently available to researchers:

▸ Help with identifying national data archives for the external storage of research data

▸ Professional advice and support for researchers who receive Freedom of Information (FOI) or Environmental Information Regulation (EIR) requests. Note that if you are a member of University staff and you receive such a request you should notify the University Records Manager immediately.

▸ Training and advice on research data management

A central storage facility for research data is coming soon.

For further information about research data services at The University of Northampton, please call Miggie Pickton, Research Support Librarian or Phil Oakman, University Records Manager.

www.northampton.ac.uk/info/20283/academic-research/1606/research-data-policy

# RDM policy in a nutshell

- Write and follow a Data Management Plan

- Make data accessible wherever possible

- Deposit in a repository for preservation

# Data Management Planning



https://dmponline.dcc.ac.uk

DMP Online is a web-based tool to help you write Data Management Plans.

It has templates to meet different funder requirements and one for the University of Northampton.

# How DMP Online works



Create a plan based on relevant funder / institutional templates...

...and then answer the questions using the guidance provided

# Quick guide to DMP Online



Available at: [www.dcc.ac.uk/dmponline](http://www.dcc.ac.uk/dmponline)
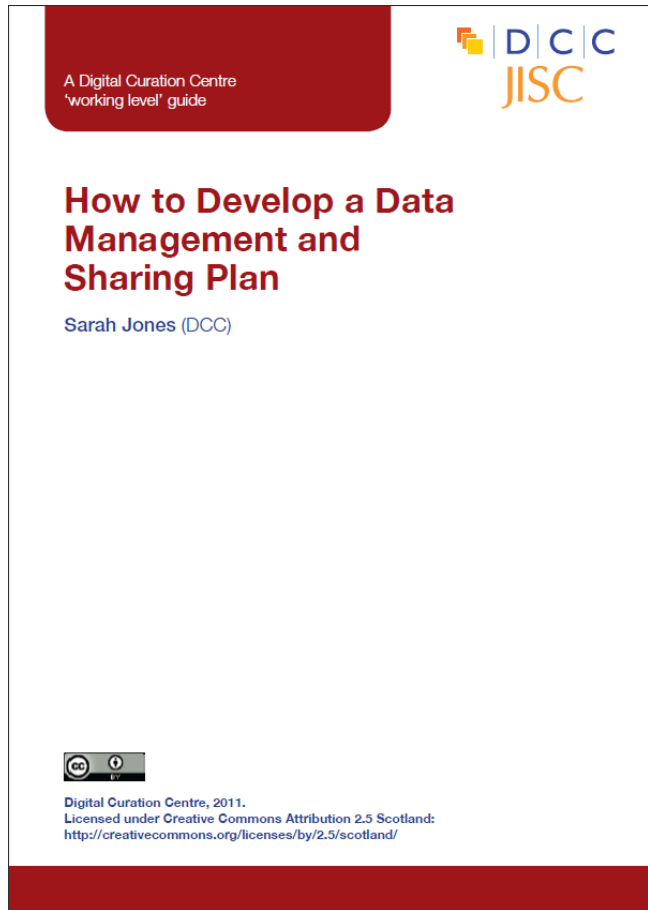
# Tailored guidance

We can also work with you to develop guidelines and examples for your department / research group

Example:

**How will you back-up the data during the project's lifetime?**

All data will be stored on a secure server at the University of Northampton. This server is provided free-of-charge for University staff and is systematically backed up on a daily basis according to institutional policy.

# Additional guidance

A Digital Curation Centre
'working level' guide

DCC
JISC

**How to Develop a Data Management and Sharing Plan**

Sarah Jones (DCC)

www.dcc.ac.uk/resources/how-guides/develop-data-plan

**ICPSR framework for a DMP**

Structured by elements to include

Each lists:

- Why this is important?

- Examples

www.icpsr.umich.edu/icpsrweb/content/datamanagement/dmp/framework.html

# Storage and backup

IT strongly recommend that you store and back up your files to the University network

– Personal areas (R: drive)

– Shared departmental areas

File servers are backed up automatically by IS

# Accessing data remotely

- Fileway

Fileway lets you access your data from anywhere using a web browser and Novell login.

https://fileway.northampton.ac.uk/Fileway

- iFolder

This service synchronises the same folders across several computers, so you can work online or offline.

www.northampton.ac.uk/info/20273/it-and-technical/335/storing-your-work

# New research data store trial

- The University is rolling out TUNDRA 2
  - open content management system
  - to store, manage and preserve files
  - facility to share internally and externally

- We'll trial using this for research data storage

- Let us know if you'd like to be involved!

# NECTAR

- Northampton Electronic Collection of Theses and Research (NECTAR) is the university's open access institutional repository

- It's purpose is to showcase and preserve the university's research output

- NECTAR may be used to describe open datasets and link to them from journal articles and other research outputs

http://nectar.northampton.ac.uk

# Other data centres

There are various disciplinary data centres, structured databases and community initiatives to archive and share data.

Check the lists to see what's in your field.



http://databib.org



http://datacite.org/repolist

# Advice and support

Check out the new Research Support Hub!

It's a one-stop-shop for researchers to come for the latest research news, forthcoming events and research support

The Hub is a combined initiative from the Graduate School, the Research and Strategic Bidding Office and Library and Learning Services at the University

[http://researchsupporthub.northampton.ac.uk](http://researchsupporthub.northampton.ac.uk)

Research Support Hub

# Data clinics

An opportunity to get tailored advice on your data management concerns

# Advice from IS staff

Miggie Pickton

Research Support Librarian

miggie.pickton@northampton.ac.uk


Phil Oakman

Records Manager

phil.oakman@northampton.ac.uk


Steve Slade

Data Centre Manager

steve.slade@northampton.ac.uk

# Training opportunities

- Research student induction programme
  - twice a year for new research students

- Graduate school programme
  - Wednesday 20th February

- School level workshops, tailored to disciplinary needs (to be arranged)

# Thanks - any questions?

For research support at Northampton see:

http://researchsupporthub.northampton.ac.uk