Data Management Plan

The rationale for retaining research data and material is stated in the *Australian Code for the Responsible Conduct of Research,* http://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/r39.pdf which states:

> "The central aim is that sufficient material and data are retained to justify the outcomes of the research and to defend them if they are challenged. The potential value of the material for further research should also be considered, particularly where the research would be difficult or impossible to repeat."

The *USQ Data Management Plan* guides researchers to document and establish key elements of research data management including:

- Ownership of research data
- Research data processing
- Storage and backup of research data
- Retention and disposal of research data
- Access to research data for sharing and reuse

Project name:	Project contact:
Project ID:	Contact email:
Funding body/s:	Contact number:
Duration of project:	Date submitted:

1. Research Data Summary

Provide a summary of data being created or collected. Include:

- Description of data to be collected
- Estimated data volume
- Estimated cost of data management during the project

Where applicable, indicate where data will be considered sensitive or confidential.

2. Research Data Ownership and Intellectual Property

Identify if data will be owned by:

- USQ; or
- The researcher; or
- Another party, and if so, what terms and conditions apply to use

Identify copyright issues:

- Will the data be protected by copyright?
    - Does Australian copyright apply? Or
    - Will data be created or collected outside Australia where equivalent copyright applies? Provide details

Support:

Intellectual Property Policy & Procedure http://policy.usq.edu.au/documents.php?id=13345PL
Practical Data Management: A Legal and Policy Guide [national guide]
http://eprints.qut.edu.au/14923/1/Microsoft_Word_-_Practical_Data_Management_-_A_Legal_and_Policy_Guide_doc.pdf

3. Research Data Processing

Identify resources required to process the data to get the research results:

- Computer hardware e.g. desktop processing or super computer needs
- Computer Software e.g. research project management, data analysis software
- Network e.g. data transfer bandwidth requirements

Identify privacy, security and confidentiality issues:

- Computer software licence compliance
- Network communication security

Support:

As a member of QCIF (Queensland Cyber Infrastructure Foundation) USQ researchers have free access data storage, large data file transfer, video collaboration, research project management, and high performance computing.
http://www.usq.edu.au/research/support-development/development/eresearch
http://www.qcif.edu.au/
Contact: Francis Gacenga – USQ QCIF eResearch Analyst at gacenga@usq.edu.au

4. Data Format

Describe the data formats, software and equipment that you plan to use during your research:

- What file formats will you use?
- What naming conventions will you apply to your data?
- Is your data linked with particular software? And will that impact on the storage format?
- What software (including version) will you use?
- Do you require specialist software and/or equipment to view and/or analyse your data?
- What metadata standards will you use to describe data?

Support:

Planning http://ands.org.au/resource/data-management-planning.html
File formats and naming http://www.ands.org.au/guides/file-formats
Metadata http://ands.org.au/guides/metadata-awareness.html

5. Data Storage

Describe the data storage arrangements that will be used for your research data:

Digital data:

- Will you use USQ storage or non-USQ storage?
- What are the backup arrangements for your data?
- What security is required for your data and how will you achieve this?

Non-digital data:

- Secure facilities located within USQ? Provide details
- Secure facilities located outside of USQ? Provide details

Support:

Storage http://ands.org.au/guides/storage.html

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http://www.usq.edu.au/research/support-development/development/eresearch
http://www.qcif.edu.au/

Contact: Francis Gacenga – USQ QCIF eResearch Analyst at gacenga@usq.edu.au

6. Data sharing and reuse

Describe the data sharing and reuse strategy planned for your research:

- Clarify if data sharing is a requirement of your proposed funding body
- Can your data be shared with other parties? Provide details
- How will your data be made available for sharing? (e.g. data centre, on request, web site, etc)
- Are there any ethical, consent or privacy issues associated with data sharing? Provide details on how you will handle these concerns

Support:

Sharing http://ands.org.au/guides/ethics-working-level.html
Discovery, access & reuse http://ands.org.au/discovery/discoveryandaccess.html
Ethics http://ands.org.au/discovery/ethics.html

7. Data retention, archiving and disposal

Describe the data retention, archiving and disposal strategy planned for your research:

- State the appropriate data retention period for your research data. Provide details if storage beyond the stated period is required
- Describe the archiving arrangements for your research data
- Describe how you will dispose of research data at the completion of the data retention period

Support:

Retention http://ands.org.au/guides/dmframework/dmf-policies-and-procedures.html
Retention schedules http://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/r39.pdf

8. Data used but not created by this research project

Describe the data management arrangements for data used but not created by your research:

- Include source, ownership and terms of use for:
    - data that will be purchased commercially
    - data that will be obtained under an Open Access license
    - data obtained through other means

Support:

Intellectual property http://policy.usq.edu.au/documents.php?id=13345PL
Practical Data Management: A Legal and Policy Guide [national guide]
http://eprints.qut.edu.au/14923/1/Microsoft_Word_-_Practical_Data_Management_-_A_Legal_and_Policy_Guide_doc.pdf

Refer USQ Policy Library for Data Management Policy: http://policy.usq.edu.au/documents.php?id=13281PL

Please include as part of your grant proposal