Leeds Beckett Data Management Plan

What is Research Data?
Research data is any primary information gathered as part of your research project and can be physical or digital. It can comprise of: spreadsheets and documents; audio, video, photographs or film; surveys, questionnaires, transcripts or diaries; databases and data files; code, algorithms, models; methodologies, procedures and protocols.

What is a Data Management Plan (DMP)?
We have recently introduced the Leeds Beckett Research Data Management Policy, which outlines how research data is to be managed and stored during the research project (live data) and how it will be preserved and made openly available if possible once the project is complete (archival data). This is the responsibility of the Principal Investigator (PI) and is planned using a DMP before the project begins.

A DMP asks a series of questions about the data. It is a living document; what you plan before your project begins may change as you collect your data and you may need to make different decisions about the preservation and sharing of your data as your project concludes.

Why should I make my data open access?
Open data is invaluable to the progress of research; it can be reused so that future researchers can build upon existing projects or process it in a completely new way, without needing to spend money and resources generating new data. It underpins publications and allows anyone to understand and recreate findings and recommendations, and it can be read by machines. Sharing your data openly in a suitable repository with a DOI is increasingly a requirement of submitting an article for publication.

The Research Data Management Policy states that all research data should be made openly available where appropriate following the conclusion of the project. Data should be processed and formatted to make it easy to reuse, and guidelines and context provided. Consent from participants will have been gathered at the start of the project to ensure their (anonymised) data can be shared.

Where there are issues of privacy, security or ethics, or the data has been anonymised so far as to be unusable, the PI should make the decision around whether the data can be shared.

What should I do if my funder requires me to complete a DMP?
Some Research Funding bodies/councils (listed here) now require a DMP to be completed as part of an application. Please contact your Research Funding Advisor who can provide more specific support.

What should I do if I have received a completed DMP?
If you have a role (such as LREC) that requires you to approve ethics applications you may receive this DMP. Please use this document to assist with the approval process and send it to openaccess@leedsbeckett.ac.uk for central archiving.

How do I complete my Data Management Plan?
Please follow the instructions below on how to complete your DMP as part of your Research Ethics Online Application. The DMP is appended or can be downloaded from the Research Ethics webpage.
1. **Begin a new Research Ethics Application.**

Complete the Introduction, Project Type and Risk Category sections of your Research Ethics Online application.

2. **Complete the Project Summary section.**

   **Externally Funding**

   Is this project externally funded? [ ] Yes [ ] No

   If you selected **YES**, please continue to fill in your DMP but you should also contact your Research Funding Advisor or the Research Hub. You may need to fill out a more detailed plan depending on your funder’s requirements.

3. **Complete the Project Details sections.**

   - Some of these questions map on to the DMP – you may wish to refer to both documents and complete them concurrently.
   - Use the guidance on the DMP to help you complete these sections.
   - See our online FAQs for more help.

4. **Complete Data Management Plan** *(download here)*

   - Some of this information can be duplicated from the previous sections.
   - Please edit the fields in the DMP boxes below and save as a new document.
   - You will be asked to consider how your research data will be managed during your project (live data) and how it will be made open access following the completion of your project (archival data).
   - See our online FAQs for more help.

5. **Complete Declaration and Submission Checklist.**

   - Select the Other Documents checkbox.
   - Upload your completed DMP; edit and save this document with your name included.

Your DMP is a living document and should be updated as your research project progresses. For more information contact [openaccess@leedsbeckett.ac.uk](mailto:openaccess@leedsbeckett.ac.uk)
1. Title of project: What is the title of your project? If your project is funded, please use the relevant DMP.

2. Principal Investigator: Who is the PI? Are they at Leeds Beckett or based elsewhere? Please provide contact details and ORCiD.

3. Ethics status: Please note your Risk Category and submit as part of your Research Ethics application.

4. Collaborators: What are their contact details and their roles in the project (if applicable)?

4. Date and DMP version Is this the first DMP for the project or an updated version?

5. Will your project generate any new data, or reuse any existing data?

- What kind of data will be used during the project?
- If you are using existing data, where is it located?

6. Please describe the types of data you will be creating and/or using:

- Is your data physical or digital?
- What is the total amount of data collected (in MB/GB if applicable)? e.g. 100 audio-recorded 20-minute interviews with transcripts plus 60 high quality digital images
- What metadata will you record?

7. Is any of the data you will be handling sensitive, personal or otherwise confidential? Please refer to our institutional Data Protection Policy and Research Ethics website.
### 8. Where will you store your data during the active phase of the project?

- How will the data be stored and backed up during the research?
- How will you manage on campus/remote access and security?
- If applicable, how will you share your data with external collaborators?
- For how long is storage required?
  - e.g. University shared drive, Google Drive, Microsoft OneDrive, University laptop or University desktop PC
- How will you protect your data? (Passwords, encryption, physical, network and computer security measures?) **Please contact ITS to discuss options.**

**Suggested text:**

The University recommends OneDrive. This is a secure storage solution managed by the Leeds Beckett IT Service, which meets UK and EU data security regulations (including GDPR) and provides up to 5TB of free storage (equivalent to 2,500 hours of video or 85,000 hours of audio). The data is stored simultaneously on six data centres to allow for recovery, and the files will be encrypted at rest and when in transit to the cloud. The files are maintained by the PI, who can share them with chosen Co-Investigators internally and externally. Should the PI leave the institution, the data will still be accessible by the Co-Investigators and the PI will retain access for three months, to ensure no data is lost. A back-up of the data should be downloaded on a monthly basis to avoid data loss and stored on a password-protected area of the H drive.

More information available here: [https://www.leedsbeckett.ac.uk/staffsite/services/it-services/it-help/office-365/onedrive-leeds-beckett/](https://www.leedsbeckett.ac.uk/staffsite/services/it-services/it-help/office-365/onedrive-leeds-beckett/)

### 9. Are there any costs associated with storing your live data?

- Are you using ‘big data’?
- Does your data exceed 5TB?
- Have you built storage costs into your funding?
  
  **Please contact ITS to discuss storage options and costs.**

### 10. Where will you store your data when the project has ended?

- Does your data contain the personal information of the participants?
- Does your data contain any copyrighted information?
- Is your data compliant with the [General Data Protection Regulation](https://www.gov.uk/government/publications/gdpr-uk-regulation) (GDPR)?
All data that has acknowledged long term value may be made available for use by third parties.

Can you make your data and metadata open access according to FAIR principles?

Will you use a subject specific repository, the institutional data repository of your collaborators, or a general data repository such as Zenodo or Figshare? Figshare allows for unlimited open data storage, provides a free DOI and Creative Commons License and will curate and preserve data for a guaranteed period of ten years.

What legal, copyright or ethical restraints are there that would prevent your data being open?

Do you need to anonymize or destroy data and how will you do this securely?

Are there any costs associated with storing or destroying your archive data?

Does your funder or publisher require you to make your data openly available?

More information about open data is available here: http://libguides.leedsbeckett.ac.uk/research/research_data

Who can help me with my data?

This DMP document provides guidance for each question and more detailed FAQs are available on the Library Research website.

For support with ethics and sensitive data please visit: https://www.leedsbeckett.ac.uk/staffsite/services/university-research-office/research-ethics/

For support with data storage and security during your project please contact ITS: itservicedesk@leedsbeckett.ac.uk

For support with data storage after your project has ended and with open data please contact the Research Services team in LLI: openaccess@leedsbeckett.ac.uk

For support with copyright, please contact the Copyright Clearance Officer: r.thornton@leedsbeckett.ac.uk