Australian Research Council: Australian Research Council Data Management Template 2021

Overview

Expected project start date (DD-MM-YYYY)

Guidance:
Please use format DD-MM-YYYY e.g. 20-01-2021

Expected project duration.

- 1 year
- 2 years
- 3 years
- 4 years
- 5 years
- more than 5 years

Guidance:
Please enter the expected duration of the project.

Have you applied for or received ethics approval?

- Yes
- No

Guidance:
Ethical considerations affect how you store data, who can access it (sharing and usage arrangements) and how long it should be kept for. Please see the Research Ethics and Integrity website for more information, including a step-by-step guide for applying for human ethics approval.

Please note that while the new Human Ethics application in Infonetica has a series of questions on data management, it has a more specific focus than this Research Data Management Plan and so does not replace this plan for ARC requirements.

Please indicate Ethics ID

Guidance:
This will help link your information provided in your ethics application.

Data Ownership

Will any of the following apply to your research data?
Please indicate all that apply

- Collaborations with external parties
- Legal agreements from data providers (e.g. licensing, conditions of use)
- Research conducted by graduate researchers
- Indigenous intellectual or cultural property rights
- None of the above

Guidance:
For more information on Indigenous intellectual and cultural property rights in relation to research data, please see the Australian Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) Code of Ethics for Aboriginal and Torres Strait Islander Research.

Are there any research agreements regarding data ownership in place?

- No
- Yes

Guidance:

Only agreements relating to research data

Describe your data ownership arrangements

Guidance:

Include notes on any agreements (written or verbal) or any other data ownership arrangements.

Data Storage

What type of research data and records will you be generating or storing?

Guidance:

Some examples might be: video or audio files, numerical survey data, GIS shape files, plant specimens.

Will you store your digital research data and records on University-provided systems?

- Yes
- No

Guidance:

The University provides many central systems for the storage and management of research data and records. These systems are recommended as they will help you meet your research data obligations. You can find more information, including descriptions and comparisons of characteristics, via the Research Gateway here.

Please indicate all University systems you will use to store your research data.

- OneDrive/Sharepoint
- LabArchives
- Qualtrics
- Cloudstor
- REDCap
- Mediaflux
- Melbourne Research Cloud
- Spartan/HPC Storage
- Shared drive
- Other (please indicate below)
- Unsure

Guidance:

Use the additional Information section to elaborate or include systems not listed.

If not using University systems, where will you store your research data?

Guidance:

Provide details on storage including any links.

Will the project generate physical research materials or paper-based records?

- Yes
- No

Guidance:

These could be physical samples, paper-based surveys or other materials.

Where will you store these physical research materials or paper-based records?

Guidance:

Consider if any of these records could be digitised.

Data Security

Will the data in the research project fall into any of the following categories?
Please indicate all that apply

- Clinical/Health data
- Data from or regarding First Nations peoples
- Commercial-in-confidence data
- Data involving security sensitive biological agents (SSBAs)
- None of the above
- Personal information regarding individuals (e.g. identifiable details, photos, audio recordings, video recordings)
- Culturally sensitive data (e.g. regarding sacred cultural practices)
- Ecologically sensitive data (e.g. regarding endangered species)
- Data subject to export controls (e.g. with potential military applications)

Guidance:

See: Research Ethics and Integrity website for more information regarding Australian export controls.

What safeguards and security features will protect data from unintended access?

Guidance:

Describe what measures you have in place to negate, minimise or manage the potential risks from intended access to data.
These may include:
- Technical protections (e.g., encryption in transit and at rest, audit trails for data access, multi-factor authentication)
- Physical protections (e.g., located on isolated servers in secure rooms)
- Processes and protocols in place regarding how to handle data (e.g., deidentification, training requirements).

Data Retention

Will your research data fall into any of the following categories?

- None of the above (Retain for 5 years)
- Clinical trials data (Retain for 15 years after completion of research activity)
- Data involving minors (Retain for 15 years after the child reaches 18)
- Data of high community significance or heritage value to the state or nation (Retain permanently)
- Data that is part of genetic research (including gene therapy) (Retain permanently)
- Data that is costly or impossible to reproduce (Retain permanently)

Guidance:

Retention describes the long-term storage of data after the completion of a research activity/end of the project to meet legal and ethical requirements.

The **University Retention and Disposal Authority** outlines minimum retention periods, as required legislatively through the *Public Records Act 1973*. Select 'Research' (Function) and 'Data Management' (Activity) in the Retention and Disposal Authority for more information on each of the categories outlined in this question.

How will you retain your data for the required retention period?

Guidance:

The University provides storage which may be suitable for the retention of your research data and records. The Records and Information website provides more information on the various services that are available to you to support this process.

Data Publication

Will you make your data available for re-use by others?

- No
- Yes

Guidance:

This could be a subset of your data - e.g. results published with a publication or an anonymised

subset of the data.

How will your make your data available for re-use?

- UoM Figshare
- Omeka
- Disciplinary repository (please indicate details below)
- Custom website or server
- Other (please indicate below)

Guidance:

For more information on Figshare and Omeka, see the 'Data Publication' section of the Research Data Management and Storage Systems guide. Scholarly Services also provides a range of support for data publication.

Are there any restrictions (e.g. legal or ethical obligations) to making the data available for re-use?

- Yes
- No

Guidance:

This could be due to ethics requirements, licensing conditions or other legal issues.

Please describe what restrictions are in place.

Guidance:

Note any embargo periods or other conditions on releasing data (if appropriate).