Research Data Management: What do I need to do
to help secure, share and exploit my research?

Before my project

- Be familiar with University RDM policy & related policies, and the requirements of your funder(s)
- Write a Data Management Plan (DMP)*
  - As early as possible to describe how you will manage your research data

During my project

- Store your data securely
  - For example, University networked drive which will provide each PI 0.5TB of space; additional storage space can be purchased from IT Services
  - Control access
- Clearly describe your data (using standard metadata)
  - So that your team and others can find it
- Clearly label your data with versions & dates
- Ensure your data is logically structured & named
- Cite others’ data if appropriate
- Observe ethical, legal & commercial obligations
  - (ethics, IP & copyright, Data Protection, FOI)

At the end of my project and beyond

- Decide which data to keep and which to discard
- Format your data to ensure it is accessible in the future
- Consider, identify and deposit your data in an appropriate repository
  - This may be:
    - Pure
    - A funder-specified repository or datacentre
    - Subject-specific repository
    - Other external repositories such as Dryad or Figshare
- Future-proof your data against broken links, using persistent identifiers
- Ensure data is accessible for at least a set period of time (in line with funders’ requirements)

What else do I need to know?

- Look at RDM training tools
- Your DMP will be a living & breathing document – ensure you review & monitor it regularly
- Be familiar with requirements if you produce software as part of your research
- Licence your data to indicate what others may or may not do with them
- Book a one-to-one session with the Research Data team for help with any aspect of RDM

* This may be called a Technical Plan, Sharing Plan, or similar

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For more information, support, advice and online training, go to http://researchdata.wp.st-andrews.ac.uk or email: research-data@st-andrews.ac.uk