

Manchester Metropolitan University Research Data Management Policy

The University's research data management policy will become mandatory from January 2015.

A Research Data Management Policy is essential to:

- demonstrate the University's commitment to research excellence
- recognise the value and importance of data to the university and others
- act responsibly in relation to our duty to funders of research

This policy applies to any data that is created or acquired in research projects (funded or unfunded) involving staff and/or students of the University.

For each Project, the MMU participants should nominate, in advance, a principal investigator (PI) for the University, who will take responsibility for ensuring good research data management practice. Should the PI leave the University or be unable to continue in the role before all his/her duties relating to the data have been discharged, it is the responsibility of his/her Associate Director for Research and Knowledge Exchange to appoint a replacement.

1. The University endorses the RCUK Common Principles on Data Policy and the EPSRC Research Data Management Expectations and requires all its staff and students to adhere to them, as well as taking into account any other research data management requirements that may apply.
2. Research data will be managed to agreed standards throughout the research data lifecycle and according to funder requirements.
3. Responsibility for research data management during any research project or programme lies with PIs.
4. The University is responsible for the provision of training support and advice on research data management
5. A data management plan that explicitly addresses the capture, management, integrity, confidentiality, preservation, sharing and publication of research data must be created for each proposed research project or funding application. Sufficient metadata shall also be created and stored to aid discovery and re-use. Data management plans should take account of and ensure compliance with relevant legislative frameworks which may limit public access to the data (for example, in the areas of data protection, intellectual property and human rights).
6. All research data should be offered and assessed for deposit and preservation in an appropriate University, national or international data service or domain repository, unless specified otherwise in the data management plan.
7. Data should not be deposited with any organisation that does not commit to its access and availability for re-use, unless this is a condition of the project funding or arising from other requirements.

8. At the completion of each research project, the PI should ensure that all relevant research data are made available, subject to meeting appropriate requirements, in the location specified in the data management plan.

9. This policy should be read in conjunction with the University's Guidance on Good Research Practice.

The University's Research Strategy Committee is responsible for reviewing and updating this policy.

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Approved by (Board / Committee)	Research Strategy Committee
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