



The James
Hutton
Institute

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Research Data Management Policy

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Summary of Changes Since Previous Version:

New Policy.

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1.0 Overview

The James Hutton Institute recognises that increasingly there is a requirement to manage safely, share and provide accurate research data, and acknowledges that the wider benefits of this approach can include additional public interest and funding, increased corroboration of results, efficiencies through data re-use and novel use of existing data.

The purpose of this policy is to establish a set of principles to govern the recorded information (regardless of the form or the media in which they may exist) necessary to support or validate a research project's observations, findings or outputs ("Research Data"). This policy applies to all Institute personnel, including all research staff, post graduate students and visiting, honorary and emeritus staff.

Where research is supported by a contract with or a grant to the Institute that includes specific provisions regarding ownership, retention of and access to data, the provisions of that agreement will take precedence

2.0 Principles

1. Research Data will be managed to the highest standards throughout the research data lifecycle as part of the Institute's commitment to research excellence. The research data lifecycle is the process through which data flows from initial creation and storage, analysis, preservation through archiving then eventual progression to being made available for access and re-use.
2. Responsibility for Research Data management through a sound research data management plan during any research project or programme rests with Lead Investigators.
3. All new research proposals [from date of adoption] must include research data management plans that explicitly address data capture, management, integrity, confidentiality, retention and accuracy, ultimately aspiring to the sharing and publication of Research Data.
4. The Institute will pro-actively provide training, support, advice and where appropriate guidelines and templates for the Research Data management and research data management plans.
5. The Institute will implement and provide mechanisms and services for storage, backup and retention of Research Data assets in support of current and future access, during and after completion of research projects. The process of registration and depositing of Research Data assets will be worked towards and implemented as soon as the work is complete.
6. Any Research Data that is retained elsewhere, for example in an international data service or domain repository should be registered with the Institute.
7. Lead Investigators must make sure that their research Data management plans ensure that Research Data is available for access and re-use where appropriate and under appropriate safeguards.
8. The legitimate interests of the subjects of Research Data must be protected.

Title	Research Data Management Policy
Author/Creator	Katherine McBay, Information Governance Officer
Owner	Information Governance Officer
Date Published/Approved	01/11/2016
Version	V.1
Date of Next Review	12 Months from published/approval date
Audience	All
Related Documents	Procurement
Subject/Description	This policy outlines the requirements relating to the research data management lifecycle, from production of the data through to storage, archival, reuse and or destruction.
Group	Finance and Corporate Services
Department	Research Support