

ST GEORGE'S RESEARCH DATA MANAGEMENT POLICY

INTRODUCTION

This policy should be read in conjunction with the following policies of St George's, University of London (hereafter referred to as 'the University') which are available on the University's portal: Intellectual Property Policy; [Information Security Policy](#); [Data Protection Policy](#); [Code of Conduct for Research](#) and the [Freedom of Information Policy](#).

A systematic approach to research data management and preservation is fundamental to good quality research practice. Research Councils expect research data to be made openly available in order to validate research results, increase its impact, and facilitate its reuse. The University is committed to supporting its researchers to meet these objectives whilst also ensuring that intellectual property rights and any legal or third party obligations are complied with.

With regard to this Policy, 'data' is as any material (digital or physical) that underpins research, independent of format. This can include raw data captured from instruments, observational data, experimental data, documents, spreadsheets, databases, laboratory notebooks, data visualisations, data models, software, images and measurements.

STATEMENT OF PRINCIPLES

1. Research data created by University staff will be managed in compliance with RCUK's *Common Principles on Data Policy* and other funder and community standards.
2. Principal Investigators (PIs) will hold primary responsibility for compliance with this policy and the effective management of research data during the course of research projects.
3. All researchers and supervisors (including postgraduate and undergraduate students who participate in research projects at the University) have a personal responsibility for the efficient management of any data they create.
4. Researchers must ensure that active research data are stored securely and protected from loss.
5. Where research involves the use of data owned by a third party, researchers must abide by licences or terms of use governing the data.
6. The University will offer PIs information and guidance on research data management via its website. Such guidance will encompass any legal, technological, and storage issues relating to managing data.
7. All research proposals for funded research should include a data management plan.

8. Researchers should provide sufficient metadata (descriptive information) about their research data. This will help promote its discoverability and reuse.
9. Researchers should consider that any relevant research data used during a project is cited in journal articles, conference papers, and other published outputs.
10. Any data generated from research projects should be recorded with the University (e.g. via Data Management Plans). Research data should not be handed over to commercial or other entities without retaining the rights to make the data openly available, unless this is a condition of funding.
11. Researchers are expected to recover any costs relating to the management of research data generated by projects from their funder(s).
12. Research data must be retained after the completion of a project if they substantiate research findings, are of potential long-term value, or if there are other legal requirements for data retention. Guidance on determining the long-term value of data can be obtained using the [NERC data-value checklist](#).
13. Unless legal or funder requirements specify otherwise, data must be retained for 10 years from the end of the project or the publication date of any research findings based upon them, after which retention will be reviewed.

This policy will be reviewed annually by the University's Research Strategy Committee and Information Strategy Committee.

**Research Data Management Working Group
May 2016**