

## Research Materials and Data Management Policy

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<b>Contacts</b>	policy@imc.edu.au		
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### 1. PURPOSE

The Australian National Institute of Management and Commerce (IMC) values the materials and data generated by research and recognises that research data and materials provide the basis from which subsequent research publications and other outcomes may be derived. Research data and materials must be managed to ensure their security and integrity, to allow for the potential of further research and to allow verification of claims made in publications.

This policy explains IMC's expectations regarding the management of research materials and data. It outlines the responsibilities of IMC, staff and their research units, and researchers. It also provides information on the retention, storage, accessibility, and disposal of research data and materials. The policy accords with the *Australian Code for the Responsible Conduct of Research 2018 (the Code)* and other legislative, ethical and contractual requirements and should be read in conjunction with IMC's *Code of Conduct for Research Policy*.

### 2. SCOPE

This policy applies to all staff, including honorary staff working under the auspices of IMC, and students who carry out research as part of their enrolment at IMC. It includes theses and dissertations but excludes coursework units.

### 3. DEFINITIONS

**Research** is the creation of new knowledge and/or the use of existing knowledge in a new and creative way such as to develop new concepts, methodologies and understandings.

**Metadata** is information that describes the research data characteristics such as content, format, location and access rights.

**Open Access** is free availability of research outputs without restrictions on use such as copyright agreements.

**Research Data** is the data, observations, results records or other evidence that comprise research observations, findings or outcomes regardless of the form or the media on which they may be recorded.

**Research Materials** are primary materials which are physical objects such as survey questionnaires and recordings.

**Research Materials and Data Management** refers to the processes used to manage materials and data throughout a research project to enable it to be preserved and accessible for current and future research.

## **4. PROCEDURE**

### **4.1 Responsibilities**

IMC is responsible for:

- ensuring research is conducted in accordance with *The Code*;
- establishing best practices and governance of research data management;
- providing facilities for safe and secure storage and retrieval of research data and materials;
- funding the development and maintenance of digital storage for research data;
- enabling inter-institutional sharing where data are of national importance; and
- maintaining a record of the location of all research data generated under the auspices of IMC.

The Research Services Manager is responsible for:

- overseeing the management of retention, sharing and disposal of research materials and data; and
- developing and disseminating this policy and supporting documents.

The IMC Librarian and Information Technology staff are responsible for:

- maintaining centrally supported computer storage for research data; and
- developing procedures for research data management and providing training and support for IMC researchers and staff.

The Academic Board, Deans and the Higher Degree Research Scholarship Committee (HDRSC) are responsible for:

- implementing guidelines and procedures on the retention, safe and secure storage, and disposal of research materials as appropriate to the discipline and compliant with IMC policies; and
- providing training to researchers and staff on their obligations and best practices regarding storage of data on IMC's data storage system.

Research Supervisors are responsible for:

- assisting research students to understand the requirements of research materials and data management relevant to their discipline; and
- sharing responsibility with their research students for the management of research materials and data.

Researchers are responsible for:

- understanding and acting in accordance with the requirements of this policy and the *Code of Conduct for Research Policy*;
- maintaining accurate records of research materials and data and advising the Research Service Manager of the generation, storage and disposal of research data and materials using the *Location of Research Data Form*;
- ensuring adequate security for confidential material, giving particular attention to material held in computing systems;
- managing the storage of and accessibility to their research materials and data in a durable, indexed and retrievable form;
- ensuring that their research data are stored in centrally supported storage and retaining the data for the required minimum period;
- enabling the sharing of their data; and
- disposing of research materials and data safely at the end of the retention period.

## **4.2 Ownership**

- 4.2.1 Research materials and data and the associated intellectual property are owned by IMC, unless otherwise agreed in writing between the researchers and IMC.
- 4.2.2 IMC will remain custodian of research materials and data acquired through research undertaken by its researchers. If a researcher moves from IMC, research materials and data must remain at IMC unless there is a written agreement produced through the IMC Legal Office that states otherwise.
- 4.2.3 Where a research project is undertaken in collaboration with another institution, a written agreement should be developed that covers the ownership, storage, retention and disposal of research materials and data.

## **4.3 Storage and Retention**

- 4.3.1 Research materials and data, metadata and records of those must be kept in a format and for a period that is consistent with recommendations of *The Code*. It is recommended that research data should be retained for a minimum period of 5 years from the date of publication. Retention of research data for 12 months may be sufficient for research projects that are for assessment purposes only, such as student research. If the work has community or heritage value, research data should be stored permanently, preferably within a national collection.
- 4.3.2 Research materials and data should be retained in the School in which they are generated, as well as a central location for as long as is practical. Individual researchers may hold copies of research data for their own use but retention solely by an individual researcher is not permitted. A written record of the location of materials and data must be retained and the Dean and Academic Board must have access to the material.

#### 4.4 Access to Research Data

- 4.4.1 Research data must be available for discussion with other researchers, subject to IMC policy requirements and legal, contractual, confidentiality and ethical considerations. It must be easily identifiable and retrievable by authorised users.
- 4.4.2 Researchers are encouraged to make their research data available as open access unless restrictions are required.

#### 4.5 Disposal of Research Materials and Data

- 4.5.1 Research materials and data must not be disposed of until after the specified period of retention, or prior to the resolution of any challenge to the results of the research, whichever is the longer period.
- 4.5.2 Research materials and data must be disposed of in a safe and secure manner, in compliance with IMC policy requirements.

#### 4.6 Complaints and Breaches

Complaints, breaches and non-compliance with this policy will be managed according to procedures outlined in IMC's *Code of Conduct for Research Policy*.

### 5. RELATED DOCUMENTS

- i. *Code of Conduct for Research*
- ii. *Location of Research Data Form*

#### Version Control

Historical Version	Approved by	Approval Date
	Academic Board	