



## LJMU Research Data Management Policy

**Responsibility for Policy:**

Pro-Vice Chancellor Scholarship, Research & Knowledge Transfer

**Relevant to:**

All LJMU Staff and Postgraduate Research Students

**Approved by:**

Academic Board, 7 December 2016

**Responsibility for Document Review:**

Pro-Vice Chancellor Scholarship, Research & Knowledge Transfer through Research & Innovation Services

**Date introduced:**

April 2013

**Date(s) modified:**

March 2016, December 2016, November 2019

**Next Review Date:**

November 2021

### RELEVANT DOCUMENTS

- UKRI Common Principles on Data Policy
- UKRI Concordat on Open Research data

### RELATED POLICIES & DOCUMENTS

- LJMU Code of Practice for Research
- LJMU Data Protection Policy

## Liverpool John Moores University (LJMU) Research Data Management Policy

1. This Research Data Management Policy reflects the University's commitment to research as a key component of the institution's Strategic Framework for 2017-22 (and thereafter). It is one of a number of policies in place to facilitate academic integrity<sup>1</sup> and the performance of high quality research. Specifically, this policy promotes the adoption of sector-endorsed principles<sup>2</sup> in the management of research data and records<sup>3</sup>.
2. The University recognises that research data are an essential component of any research project involving LJMU staff and postgraduate students, regardless of whether the project is supported by external or internal funds. Additionally, that the availability of accurate and retrievable data is necessary to verify and defend, when required, the process and outcomes of research. Research data are not just valuable to researchers for the duration of their research, but may well have long-term value for research, teaching and for wider exploitation for the public good, by individuals, government, business and other organisations, as a project develops and after research results have been published.
3. LJMU acknowledges its obligations under research funders' data-related policy statements<sup>4</sup> and codes of practice to ensure that robust systems are in place to promote best practice, including through clear policy, guidance, supervision, training and support<sup>5</sup>.
4. Individual researchers, departments/schools/faculties, professional services and, where appropriate, research sponsors and external collaborators, need to work in partnership to implement good practice and meet relevant legislative, research funder and regulatory requirements.

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<sup>1</sup> Research Integrity at LJMU:

<https://policies.ljmu.ac.uk/UserHome/Policies/PolicyDisplay.aspx?&id=101&l=1>

<sup>2</sup> The Concordat on Open Research Data:

<https://www.ukri.org/files/legacy/documents/concordatonopenresearchdata-pdf/>

<sup>3</sup> Research data and records are defined as the recorded information necessary to support or validate a research project's observations, findings or outputs. Research data can take a variety of forms and exist in a range of media.

<sup>4</sup> An overview of the major UK research funders' data policies:

<http://www.dcc.ac.uk/resources/policy-and-legal/overview-funders-data-policies>

The UK Research and Innovation Common Principles on Data Policy (July 2015):

<https://www.ukri.org/files/legacy/documents/rcukcommonprinciplesondatapolicy-pdf/>

The European Commission's Guide on Open Access to Scientific Publications and Research Data in Horizon 2020 (August 2016)L

[http://ec.europa.eu/research/participants/data/ref/h2020/grants\\_manual/hi/oa\\_pilot/h2020-hi-oa-pilot-guide\\_en.pdf](http://ec.europa.eu/research/participants/data/ref/h2020/grants_manual/hi/oa_pilot/h2020-hi-oa-pilot-guide_en.pdf)

<sup>5</sup> LJMU online resources on research data management:

<https://www.ljmu.ac.uk/microsites/library/research-support-and-outputs/research-data-management>

5. Research data and records should be: accurate, complete, authentic and reliable. As well as this, the FAIR<sup>6</sup> data principles should be followed; data should be:
  - a) Findable: data and supplementary materials must have sufficiently rich metadata and a unique and persistent identifier
  - b) Accessible: metadata and data are always available and obtainable; even if the data is restricted, the metadata is open
  - c) Interoperable: data exchange and reuse between researchers, institutions, organisations or countries is possible
  - d) Reusable: data and collections have a clear usage licenses and provide accurate information on provenance
6. Research data and records should be retained for as long as they are of continuing value to the researcher and the wider research community, and as long as specified by research funder, patent law, the relevant ethical framework/s<sup>7</sup>, legislative<sup>8</sup> and other regulatory requirements. Researchers should allow for data to be securely preserved for at least ten years from the date it was last viewed by a third party.
7. Where research is supported by a contract or a grant to the University that includes specific provisions regarding ownership, retention of and access to data, the provisions of that agreement will take precedence over the University's requirements.
8. If research data and records are to be deleted or destroyed, either because the agreed period of retention has expired or for legal or ethical reasons, this should be done so in accordance with all legal, ethical, research funder and collaborator requirements and with particular concern for confidentiality and security.
9. Researchers are responsible for:
  - Managing research data and records in accordance with the principles and requirements in 5-8 above;
  - Developing and documenting clear procedures for the collection, storage, use, re-use, access and retention or destruction of the research data and records associated with their research. This information must be incorporated in a research data management

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<sup>6</sup> FAIR (findable, accessible, interoperable and reusable) by the FAIR principles <https://www.openaire.eu/fair-data-guide>

<sup>7</sup> LJMU guidance on Research Ethics: <https://www.ljmu.ac.uk/ris/research-ethics-and-governance/research-ethics>

<sup>8</sup> LJMU Data Protection Policy: <https://policies.ljmu.ac.uk/UserHome/Policies/PolicyDisplay.aspx?&id=84&l=1>

plan<sup>9</sup> and it is the responsibility of the Principal Investigator to ensure that this plan is adhered to and updated as necessary throughout the project lifecycle;

- Research data management plans shall include where appropriate, a complete definition of the protocols and responsibilities in a joint or multi-institution collaborative research project. It is the responsibility of the Principal Investigator to ensure that ownership of, and intellectual property rights in, all data are agreed formally in advance, paying due regard to the University's intellectual property policy<sup>10</sup> and relevant third-party agreements;
- Planning for the ongoing custodianship (at the University or using third-party services) of their data after the completion of the research or, in the event of the departure of the Principal Investigator or retirement from the University, reaching agreement with the head of department/faculty (or his/her nominee) as to where such data will be located and how this will be stored;
- Ensuring that any requirements in relation to research data and records management placed on their research by funding bodies or regulatory agencies or under the terms of a research contract with the University are also met.

10. The University is responsible for:

- Providing access to services and facilities for the storage, backup, deposit and retention of research data and records that allow researchers to meet their requirements under this policy and those of the funders of their research;
- Providing researchers with access to training, support and advice in research data and records management;
- Providing the necessary resources to those operational units charged with the provision of these services, facilities and training.

This policy should be read in conjunction with the University's Code of Practice for research<sup>11</sup> which sets out the University's overarching policy framework for good research practice, including the management of research data.

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<sup>9</sup> The University recommends the use of the JISC supported online tool for data management plan development 'DMP online': <https://dmponline.dcc.ac.uk/> but appreciates that many funders of research provide their own guidelines for developing data management plans

<sup>10</sup> Link to be inserted

<sup>11</sup> LJMU Code of Practice for Research  
<https://policies.ljmu.ac.uk/UserHome/Policies/PolicyDisplay.aspx?&id=100&l=1>