

(annex a)

UAL Research Data Management Planning Procedures

Application stage-Pre-Award

Data Management planning and the drafting of technical plans as required by the AHRC are incorporated in the application development process supported by the Funding Team in the Research Management Administration.

If a technical plan is required the Research Data Manager and the RMA Funding Team will work with the PI in drafting the plan and ensuring that the most effective infrastructure is in place, legal and copyright issues are addressed and that the plan aligns with the outline proposal.

Post-Award

Once funding is in place, the project team will work with RMA and IT Services to ensure that:

1. Data is created in an appropriate – and ideally Open – format;
2. That it is stored and preserved according to the requirements of the project and University policy (this will normally be the University's Research Data Repository (www.researchdata.arts.ac.uk));
3. That appropriate metadata is created, ready for exposure after the project;
4. That all required documentation, restrictions and embargos are implemented.
5. Data is stored and backed-up securely and appropriately for its content;
6. The funder's specific data-related requirements are met, particularly where these exceed the standard RCUK principles.

The above processes should be ongoing in the course of the project and a plan should be in place for monitoring throughout the duration and at the conclusion of the project.

Where research data is created in non-digital form, it may be necessary to arrange the creation of a digital version, although this is not always the case.

Post-project

On completion of the project, the Principal Investigator will review the research data management plan in a meeting with the RMA and IT services and ensure that all requirements have been fulfilled.