Research Data Procedures

1. Advocacy and support
BU will:
- Develop the Research Data Policy and Procedures to meet the needs of BU, BU researchers and research funders.
- Develop guidance and training that enable the development of best practice for research data management.
- Develop support and systems that meet the needs of BU researchers and funders.

Researchers will:
- Maintain awareness of BU and funder policies and procedures.
- Engage with learning opportunities that support the development of best practice for research data management.
- Access BU support and systems for research data management.

2. The Data Management Plan
BU will:
- Develop the DMP guidance, support and training available through researcher development programmes and online at: https://research.bournemouth.ac.uk/research-environment/research-data-management/.
- Provide support for developing the DMP (see “Writing a Data Management Plan”).

Researchers will:
- Access support and guidance for developing DMPs.
- Produce and implement DMPs appropriate to the scale of the research project and that meet any funder requirements.
- Identify active data IT requirements, and RDM archive storage and preservation requirements. Update the DMP during the active research phase.

3. Meeting funder requirements
BU will:
- Provide support for accessing funders RDM policies via https://research.bournemouth.ac.uk/research-environment/research-data-management/.
- Provide support for identifying and costing RDM solutions that meet funders’ requirements.
- Provide support for developing grant applications including through the RKEO Funding Development Team.
Researchers will:

- Be aware of any requirements for RDM that are conditions of their research funding.
- Identify the costs for RDM (including long-term preservation and access) in DMPs.
- Where permitted by funders, include costs for research data management in grant applications.
- Contact RDM@bournemouth.ac.uk for support with identifying and meeting funders’ requirements for RDM.

4. Preparing and licensing data for publication

BU will:

- Provide guidance on preparing and licensing research data for publication via https://research.bournemouth.ac.uk/research-environment/research-data-management/.
- Develop training on preparing and licensing research data via researcher development programmes.
- Provide mediated support for preparing and licensing research data (including legal advice if necessary) via RDM@bournemouth.ac.uk.

Researchers will:

- Comply with best practice, funders and repository guidance on preparing research data for publication to enable discovery and reuse.
- Access guidance available and select an appropriate licence that protects the rights of BU and the researcher whilst promoting reuse and potential for collaboration.
- Contact RDM@bournemouth.ac.uk for additional support with preparing their data for publication and selecting an appropriate copyright licence.

5. Publishing and citing research data

BU will:

- Provide access to guidance on selecting data repositories via https://research.bournemouth.ac.uk/research-environment/research-data-management/.
- Provide a registry of BU research data.
- Provide support for creating Digital Object Identifiers (DOIs) via RDM@bournemouth.ac.uk.
- Provide guidance on best practice for publishing and citing research data via https://research.bournemouth.ac.uk/research-environment/research-data-management/.
- Develop an institutional solution for research data management.

Researchers will:

- Identify appropriate national, international or domain repository that complies with any funder requirements that apply.
- Deposit data in compliance with repository and funder requirements for metadata.
- Contact RDM@bournemouth.ac.uk for support with creating a data DOI.
- Register data with the BU data registry via https://research.bournemouth.ac.uk/research-environment/research-data-management/.
Comply with best practice, funder and publisher guidance on citing research data in publications.

Use “Bournemouth University” as the publisher in any metadata associated with the research data.

**REFERENCES AND FURTHER INFORMATION**


