VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA

Research Data and Materials Plan (RDMP)
including application for new R: drive folder

A Research Data and Materials Plan (RDMP) must be established and registered with the Office for Research for each research project or activity. Save this form and maintain a copy for each project. If applying for an R: drive folder submit this to the Office for Research via email to research-drive@vu.edu.au. If not applying for an R: drive folder submit to eResearch@vu.edu.au. Update your copy if substantial changes occur or on project completion and resubmit to eResearch@vu.edu.au. This form is found under Research Services and eResearch Support pages via www.vu.edu.au.

This form is a tool to help you plan your project or activity. It contains the minimum of considerations necessary for responsible data and materials management. This form is also the primary mechanism for researchers to document and inform the University of responsibilities, storage locations, retention periods, and other requirements relating to data and materials.

Maintaining comprehensive **data and materials** together with other **records** for each research project or activity is essential to the integrity of research. It is also a requirement of both researchers and the University under the Australian Code for the Responsible Conduct of Research. Research data, materials and records <u>must</u> be safely and securely stored during the project. Data, materials and records <u>must</u> be kept for a defined retention period beyond the completion of the project to ensure research outcomes can be validated and justified. <u>The minimum retention period is ordinarily 5 years</u>. Obligatory retention period are listed on the final page. At the expiration of the retention period the data and materials should be re-evaluated and considered for further retention at VU or elsewhere.

<u>Form Tips</u>: A response is required for sections marked with a red star *. Respond to other items only if they apply to your research. For projects that are just starting state only what you know or expect. Answers may unfold as research progresses.

Data and Materials might include:

- (a) questionnaires
- (b) recordings
- (c) transcripts
- (d) field notes
- (e) ore samples
- (f) biological material
- (g) assays
- (h) test results
- (i) laboratory notes
- (j) digital files, datasets, photos, copies, collections, databases and artefacts
- (k) log files, configuration files, models, custom software, scripts
- (l) other primary or secondary data and materials

Records may include:

correspondence, emails, grant or ethics applications, terms or contracts or agreements with people or other organisations, permission to use externally sourced data, any reports generated or presentations given, documentation, signed consent forms, information sheets for research participants or other similar documents

Research Project or Activity

* Project, Activity, Grant Name: (specify a descriptive name)	
* Project Description: (1 or 2 sentences minimum)	
* Date Started:	
* Project or Activity Type: (select one)	☐ Student Project ☐ Collection or Database ☐ Funded Project ☐ Facility, Laboratory or Research Service ☐ Program of Projects ☐ Other unfunded research project
* Funding Sources: (list each eg. ARC, CRGS, VURIG)	

Responsible Owners/Managers/Custodians of the data and materials

Data managers, principle/cheif investigators, heads of school etc. At least 1 contact should be at VU.

* Name:			
* Department, Organisation			
* Email:			

New R: Drive Folder Application (VU supported digital research storage)

The R: drive has been established for the safe storage and retention of digital data, files and records. R: drive folders are automatically backed-up, password protected, are accessible from any VU computer or from off campus (via VPN secure connection), and allow files/records to be shared within your project or with supervisors.

Each R: drive folder corresponds to a research project, research student project, research facility, centre, institute or any other research activity, but not a personal folder. This allows researchers to have multiple project folders, each with different access groups and different periods of retention.

A completed RDMP form is required for each allocation in order to meet responsibilities under the Australian Code for the Responsible Conduct of Research.

See the R: Drive FAQ for further information.

* **Folder Name:** (max 32 characters)	Choose a <u>unique</u> and <u>descriptive</u> project/activity name for your folder. You and your colleagues may eventually be involved in multiple projects across VU. eg. "Protein ABC Folding", or "ISEAL Regional AFL study", or "Eng HIJK Lab Data", or "XYZ Historical Collection", or "Jill Smith PhD"
* **Storage Space Needed:**	10 GB Total space in gigabytes (GB). 1 GB is approx 1000 megabytes. 10 GB is the minimum allocation and the default. If unknown leave as 10 GB. More space can be requested later via the IT service desk.

* Who will have access?
List <u>all</u> investigators, staff and students, including yourself and any person who should have access.
Listed <u>Managers</u> (generally you) can request access changes via the IT service desk servicedesk@vu.edu.au.
<u>Contributors</u> will be able to create, modify and delete all files or folders. <u>Observers</u> have read only access.
For VU staff and students provide <u>only</u> VU email addresses to properly identify your login details.
Externals can only access R: drive as affiliates and <u>require</u> a 7-series VU staff number (enter this with their name).

Name	Email address @vu.edu.au or @live.vu.edu.au	Organisation (eg. VU)	Access Level	VU staff/ student?
		VU	Manager & Contributor	required
			Contributor	☒ Yes
			Contributor	☒ Yes
			Contributor	☒ Yes
			Contributor	☒ Yes
			Contributor	☒ Yes
			Contributor	☒ Yes
			Contributor	☒ Yes
			Contributor	☒ Yes
			Contributor	☒ Yes
			Contributor	☒ Yes
			Contributor	☒ Yes
			Contributor	☒ Yes
			Contributor	☒ Yes
			Contributor	☒ Yes
			Contributor	☒ Yes
			Contributor	☒ Yes
			Contributor	☒ Yes
			Contributor	☒ Yes
			Contributor	☒ Yes
			Contributor	☒ Yes

Note: If you have more than 20 collaborators provide the full list via email together with this form.

* Responsibilities for Integrity

Consider which responsibilities apply to your research. (Generally these will affect data, materials or records access and management.)

- ☐ Ethics applications (at VU or external organisation)
- ☐ Materials obtained under consent for purpose or use
  (from participants or other sources; by permission, agreement or understanding)
- ☐ Confidential information (as agreed, understood, or from consent)
- ☐ Private, sensitive, or personally identifying information (under privacy acts)
- ☐ Information that could cause harm to a third party if released
- ☐ Culturally sensitive or community based research

- ☐ Specific access restrictions (detail in the table below)
- ☐ Grant or funding conditions (only if relevant to data/materials/records)
- ☐ Any contract or agreement (if relevant to data/materials/records)
- ☐ Terms of use or acknowledgement (" ")
- ☐ Codes or practice, professional, industry or discipline standards (" ")
- ☐ VU policies other than research integrity (" ")
- ☐ Other legal considerations (" ")

* Research Data, Materials and Records

List all proposed and existing data, materials and record types. Include those created, collected or used elsewhere. Specify their <u>originating sources</u>, their planned or existing <u>storage locations</u>. Where above <u>responsibilities</u> apply, specify where more information can be found? Indicate if you need to <u>retain</u> data, materials and records beyond the activity, originals or copies. (Retention is usually needed for evidence of research outcomes, as records of responsible research or if items have ongoing value.)

Data / Material / Records types eg. interview audio recordings; transcripts; raw data	Original Source eg. participants; externally sourced (from where); simulated; calculated; measured (how); instrument (which); images, copies, representations, recordings of/from...	Storage Location Details eg. R: drive folder name; cabinet, room and building; lab storage; facility; offsite address; external service	Responsibilities Which apply and where can further information be found? eg. ethics application (specify approval number), contract (name it), funding agreement, policy/law	Retain for integrity?
☒				☒ Yes
☐				☐ Yes
☐				☐ Yes
☐				☐ Yes
☐				☐ Yes
☐				☐ Yes
☐				☐ Yes
☐				☐ Yes

* Safe Storage

Planning for appropriate long-term storage locations is the foundation of data and materials management.
What <u>security</u> measure will be in place? (eg. locked filing cabinet, password protected storage, key access)
What <u>safety</u> measure will be in place? (ensure safety from damage, deterioration, accidental loss, backups, imperishable copies or records)

<u>Note</u>: If your activity or project is coming to an end, long-term storage locations must be specified for all retained data, materials and records in the previous question. Additionally, this and the following question must have detailed responses.

* Storage Access

If data, materials or records are <u>not retained in a college managed or central university facility</u> which is recommended for long-term retention, explain how and where data and materials can be accessed by the university/college if needed. Include access details regarding all offsite data, materials and records.

<u>Reminder</u>: VU has established the R: drive for secure storage and long-term retention of digital data, files and records.

Data/Material Logbooks, Inventories, Registers, Records, Catalogues

List any tools or information sources that assist in finding, indexing, identifying, describing or accessing your data, materials and records. (eg. tissue sample logbook; raw data file spreadsheet)

Type or Name of Catalogue	Location of catalogue

Software and Hardware

List any special, unique or proprietary software or hardware necessary for accessing or interpreting the data, materials and records. Include the producer or vendor of the software/hardware, and the versions or models used.

Promotion, Wider Access, Contributing Data and Materials

As a contribution to your field or to your communities, will you be promoting some of your data or collection for wider access, publishing your data directly, or contributing your data to a managed repository, archive or other organisation? eg. VU special collections; Research Data Australia; discipline repositories such as listed at http://databib.org/ or http://re3data.org/

Which data, materials or aspects thereof? Will data be transferred during or after the project/activity? Or should transfer be considered after a retention period? Which managed archives, repositories or organisations might be appropriate?

* Retention

Data, materials and records <u>must</u> be retained for a minimum period after completing the project or after the date of published results, whichever is later. Indicate the longest period that applies from the list of regulatory obligations:

- ☐ 12 months (short term projects for assessment purposes only, and where there is <u>no</u> other requirement to retain for a longer period. <u>Excludes</u> PhDs, Masters by Research or any research resulting in or leading to publication.)
- ☐ 5 years (standard period set by the Australian Code for the Responsible Conduct of Research)
- ☐ 7 years (children and young persons under 18 years of age)
- ☐ 7 years (psychological testing or intervention with adults)
- ☐ 15 years (clinical trials)
- ☐ 20 years (research under a commercial agreement)
- ☐ 25 years after date of birth of participants (psychological testing, interventions or clinical trials involving children)
- ☐ indefinitely, as the data, materials or project are likely to:
    - ☐ constitute a work that has community or heritage value, should be retained in a national collection or with VU Special Collections
    - ☐ be controversial or of wide public interest
    - ☐ use an innovative technique for the first time
    - ☐ shift the paradigm in this field of research
    - ☐ be costly or impossible to reproduce
    - ☐ be of enduring value to researchers in this discipline, or other disciplines
    - ☐ support a patent application, innovation or invention, or other formal IP process
    - ☐ involve gene therapy
    - ☐ other: provide details below
- ☐ Other period (provide details below)   Period:

If Other, detail why this period is required:

Estimate the <u>year</u> that retention <u>ends</u>. You'll need to estimate project completion date or when results will be published.
 eg. 2014 + 3 year (PhD project) + 5 years retention = 2022

*

* Re-evaluation

Consider any data, materials or collections that may have future value beyond this retention period. After this period, who will be responsible for re-evaluating the data and materials to consider further retention at VU or elsewhere?

Disposal, Destruction

Are there considerations necessary for appropriate disposal or destruction? eg. secure document destruction, secure data erasing, biological or hazardous materials