CSU Research Data Management Plan Template

Good data management ensures secure, efficient access and prevents loss of data during and after research. The resulting well organised and documented data sets (collections) can be used for data verification and potential re-use after project completion.

A Research Data Management Plan is a requirement of the CSU Research Data Management Policy and is a recommendation of the Australian Code for Responsible Conduct of Research.

The purpose of this plan is to:

- Assist you to plan how you will manage your Research Data through the research project lifecycle.
- Communicate these intentions to the university research support teams.
- Provide a record of the types of research data associated with projects.
- Request data storage for your research data through DIT.
- Record linkages between this project and ethics or other guidelines, contracts or agreements.
- Ensure that consideration has been given to the long-term storage and potential sharing of the data.

Instructions:

- Attempt all questions. For check boxes, highlight, **right click**, select '**Properties**' then '**checked**'
- Consult with your colleagues or supervisor on their research data management practices, attend training or contact researchsupport@csu.edu.au for more assistance.

Submission process:

- Discuss and check through the plan first with colleagues and/or your thesis supervisor.
- Send your completed plan to researchsupport@csu.edu.au
- The plan will be reviewed by research support.
- For HDR students, your supervisor needs to sign the form prior to submission.
- The form is forwarded to the Associate Dean, Research (ADR) for your faculty to acknowledge completion of the plan process.
- Once acknowledged by the ADR, the form can be forwarded to the DIT Service desk to have appropriate storage allocated.

Help is available at any stage of research. Ask your experienced colleagues, attend RDM training or contact researchsupport@csu.edu.au

The Research Data Management process can be split into three broad categories.

Phase 1: Planning and Preparation

This phase involves planning for research data management. This information is shared with research support who will assist you through the research process.

Phase 2: During Research

The CSU RDM Policy states:

"Research data must be easily identified, quickly retrievable and discoverable"

Good research data management practices include:
- Considering naming conventions and structures of folders and files
- Managing access to the data
- Completing regular, secure backups of data files
- Assigning descriptive information about the data so that they can be found and interpreted
- Managing data in accordance with ethical obligations, including privacy, confidentiality, cultural sensitivities
- Meeting any legal obligations related to intellectual property, licensing agreements, copyright, etc.

Researchers are required to ensure they are well informed about good data management practices. Further training will be available during this phase but colleagues/supervisors can also advise on best practices relative to your discipline, methodological approach, etc.

Phase 3: Publish and Archive

At the end of a project you may choose to archive your dataset privately or publicly. If you choose to archive publicly, the dataset can be organised with its associated documentation into collections and included in the CSU Archive (or other approved archive). The information for the collection (called "Discovery-layer metadata") will ensure the data can be discovered by others and describes the long-term storage and access conditions of the collection.

Phase 1 & 2: Planning and Active Research

Researcher Details

1. Your Name	
2. Staff/Student ID number	
3. Primary Email address	
4. CSU Email address (if different)	
5. School/Research Centre	
6. Your ORCID (researcher identifier. If you don't have one, please create one at www.orcid.org).	
7. Other researchers involved in the project and/or supervisor details (include names, institution and department, email address, ORCIDs).	

Research Program/Project Details

8. Research Program description (include if project is part of a larger program, otherwise leave blank).	
9. Project Name(s) & ID(s) (For ID use ResearchMaster number or otherwise contact researchsupport@csu.edu.au. If HDR use your student ID as project ID)	
10. Project Summary (1-2 paragraphs for each project covered by this RDM plan. Will be included in CSU Research Data index for projects archived publically, once projects are completed)	
11. Estimated date of submission (HDR) or end of data collection (phase 2) (month and year) for each project	

Data Management Statements from Funding Proposals

12. If you have a grant and your grant application included a Data Management statement, please copy it here. The information from the Data Management statement needs to be reflected in the subsequent answers in this plan.	

Data Description and Storage

13. Describe here all the different types of data being generated, collected or re-used. Include data forms that are digital (e.g., video; social media feeds; images; chemical analysis; field monitoring reports; surveys; digital artwork) or physical (e.g., rocks; blood samples; paper forms). Include also any data that may be re-used from another study. Each type of data needs to be considered for the following questions.	
14. Select any of the following that apply to your data.	☐ Some or all of my data are/will be subject to ethics approval ☐ Some or all of my data are/will be private and/or sensitive ☐ The project(s) is/will be subject to a commercial agreement ☐ The data include third party data provided under license defining how the data are stored and/or shared (e.g., access to medical records). ☐ The research is relevant to the export (supply, brokering and publication) of defence and strategic goods and technologies as listed on the Defence and Strategic Goods List (DSGL) ☐ None of the above ☐ Other _____

15. Are you/will you be collaborating with researchers outside CSU? If Yes, briefly describe the level of data access needed by your collaborations (e.g., ongoing access; access via internet; access to files stored on-site at CSU). If access via internet is required, are the collaborators in a place with good internet speed?	☐ No ☐ Yes Details: _____ _____ _____ _____ _____
16. What data storage facilities will you use while you are doing your research? (select all applicable)	☐ Local computers or hard drives* ☐ CSU Research storage (access only for CSU staff or adjuncts) ☐ Dropbox or similar* ☐ Commercial cloud storage including Cloudstor (up to 100 GB free storage to Australian researchers or other, e.g., Intersect storage) ☐ Other storage (please specify)_____ *Data stored on external drives or Dropbox like solutions must also be backed-up to central CSU Research storage
17. How much total storage (CSU internal or external cloud storage) do you estimate you will need for all of your research data (including secondary storage/backups from other storage eg. dropbox)? Estimate by looking at the size of current files you or your colleagues have stored, both raw data, data from analysis and other supporting documents and files, and then add 10%.	☐ None ☐ Estimate (total) _____ (MB,GB or TB)
18. Have you attended Research Data Management training? Courses are available through Professional Development and Library.	Training Courses attended: ☐ Research Data Management Induction ☐ ORCID and Researcher Profile ☐ Ethics training ☐ Other _____

Phase 3: Post Research

Retention and Sharing

19. Select if any of the following relate to some or all of your research data collection. **(To be completed at end of the project prior to archiving the data).** If one or more are selected, consider selecting 'permanent retention' in the next question.	☐ It is controversial or of high public interest ☐ It would be costly or impossible to reproduce ☐ It relates to the use of or supports the development of an innovative technique ☐ It supports a patent application or similar ☐ It has long-term heritage, historical or cultural value ☐ It will likely be re-used by researchers at CSU ☐ It is of significant value to other researchers
20. How long will the data be retained after research (phase 2) completion? (Select more than one if needed if different project collections will be retained differently). **(Include for the initial RDM plan. This will be reviewed at end of the project prior to archiving the data).**	☐ 5 years after final publication of results (the ARC/NHMRC standard retention period), as recommended by CSU ☐ 15 years after publication of results (standard for medical research including clinical trials) ☐ 25 years after the birth of participants (Standard for psychological testing, intervention with children) ☐ Permanent retention ☐ Other _____
21. Where will the research data be archived? **(Consider for the initial RDM plan. This will be reviewed at end of the project prior to archiving the data).**	☐ CSU Research Archive (archive) ☐ External Discipline Specific Data Bank (specify) _____ ☐ Other: _____

22. On completion of the project, you will be expected to organize your data into one or more collections. Do you expect any of the data to be shared with others? **(Consider for the initial RDM plan. This will be reviewed at end of the project prior to archiving the data).** Select all that apply. Note that all collections will be catalogued on CRO, the CSU research outputs catalogue, managed by the library. Where data may be shared, it may also be advertised on Research Data Australia	☐ No. Only the research team described in Phase 1 can access. ☐ Yes. All data will be made openly available ☐ Yes. Some of the data will be made openly available, e.g., data files provided with open access publications; some de-identified data files ☐ Yes. All or some data will be available by request. ☐ Yes. Some of the data may be available on request, but there will be licensing conditions on reuse of data. ☐ Other_____ _____
23. If/when you leave the university, what are your instructions for the long-term management and sharing of the data collection(s). For example, will a colleague/supervisor take over management of files stored at CSU? Or will the files need to be deleted? **(Consider for the initial RDM plan. This will be reviewed at end of the project prior to archiving the data).**	Details: _____ _____ _____

Application for Storage:_____**(Research Support) Date:** _____

HDR Supervisor:_____ **(Print Name)** _____ **Date**_____

Assoc. Dean Research:_____ **(Print Name)** _____ **Date**_____