

# Research Data Management Policy

<b>Document Type</b>	Policy
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<b>Approved by</b>	Research Governance Committee
<b>Approval date</b>	March 2024
<b>Review date</b>	March 2025



management. It forms a component of LSHTM's research governance framework and should be read in conjunction with the policies and procedures outlined in the References section.

### **3.2. Data management costs should be recovered from the research funder, where permitted**

Costs associated with the capture, management, archiving, and sharing of research data during the project lifetime and following its completion should be considered at the earliest opportunity, preferably when preparing the research application, so that suitable arrangements can be made.

Researchers should review research funder guidelines on allowed costs and, where permitted, write these into the justification of resources and budget of the research application. Common examples of data management costs include hardware and software purchases, data-related training, staff time for data preparation, and use of third-party services.

Advice on research data costs may be obtained from the Research Data Manager.

### **3.3. Data rights should be recognised and agreed at the earliest opportunity**

Researchers should clarify intellectual property rights and custodianship for research data and other research assets that are used in research at the earliest opportunity. This will ensure that it can be collected, stored, managed and shared in compliance with relevant conditions that apply to research. This includes ethical, legal, regulatory, contractual, and/or other requirements.

The rights of research participants to engage with decision-making is recognized as important for ensuring they benefit from work undertaken, in line with guidelines such as the CARE Principles for Indigenous Data Governance. Research participants must be provided with sufficient

The managed storage environment may be operated by LSHTM and/or a trusted third party. Advice and guidance on classifying research data by its sensitivity level and selecting appropriate storage methods are available in the LSHTM Data Classification and Handling Policy and LSHTM Data Storage Options document.

In circumstances where a managed storage environment is not available (e.g. when working in the field), researchers must take all reasonable steps to ensure adequate measures are in place to protect research data and ensure they are not held in a jurisdiction that offers lower levels of protection than available in the UK. The research data must be transferred into a managed storage environment at the earliest opportunity.

Advice on LSHTM storage systems may be sought from LSHTM IT Services.

### **3.5. Documentation should be sufficient to access, understand, verify and reuse research data**

The ability to access, understand and use research data for the purpose of research verification or new research,

Further information can be found in the LSHTM Standard Operating Procedure on Data Destruction (LSHTM SOP 043) and the LSHTM Records Retention and Disposal Schedule. Advice on retention requirements that apply to research data may be sought from the Research Data Manager or the Archives & Records Manager within Library, Archive & Open Research Services.

**3.7. Research data that substantiate research findings should be made available at the earliest opportunity, in accordance with conditions that apply to the research**

Research data that substantiate research findings should be shared through a managed repository or enclave in a manner that is compatible with the ethical, legal, contractual, and/or other requirements that apply to research.

Research data suitable for sharing should be made available within 12 months of the grant closure or at the point when research findings based on the work are published, whichever is sooner. Funder policies and community practices that stipulate more rapid sharing supersede this requirement.

Access mechanisms applied to research data must comply with good research practice and conditions that apply to the research. Open access is encouraged where possible. However, controls upon access and use may be applied where necessary to fulfil ethical, legal, contractual or other requirements.

Researchers should take appropriate steps to identify and address barriers that may limit the ability to share research data. This may include ensuring that ethics and contractual documents recognise the need to share data with others, developing procedures and allocating resources to prepare data for sharing.

An exemption may be sought for research data covered by ethical, legal, contractual, or other conditions that prohibit sharing. Researchers that have not obtained explicit consent to share data within participant informed consent forms and/or collaboration agreements and who are subsequently required to make data available should seek advice from the Research Governance & Integrity Office and/or the Research Data Manager.

Researchers should have an ORCID identifier to enable robust linking between research assets and their creators.

**3.9. Research data must be registered with LSHTM, irrespective of whether it is hosted there or elsewhere**

Research data intended for sharing must be registered with LSHTM on completion of funding or at the point when it is made available, whichever is sooner.

This requirement applies to all LSHTM-

*Digital repository: A system for storing, managing and sharing research asset*