

The Babraham Institute

## BI-RES-008 Research Data Management Policy

### Document reference

Policy number:	BI-RES-008		
Policy Owner:	Cass Flower, Chief Information Officer		
Date:	06 October 2021		
Version:	1.0		
Status:	Active		
EIA number:	BI-RES-008-EIA		
Review period:	3 years		
Last reviewed:	06 October 2021	Next review:	31 August 2024

06 October 2021	1.0	Active	Updated in 2021 Policy Review
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### Document approval

Define the approval authorities for the document

### Distribution

Name or Group	Date of issue	Version
All staff and associates	19 October 2021	1.0

### Associated policies, procedures and guidance

This policy should be read in conjunction with:

BI-RES-005 Research Integrity Policy

BHM-002 Data Protection Policy

BI-KE-001 Intellectual Property Policy

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## 1. Definitions

“Employee”	Institute employees on Institute or Babraham Institute Enterprise Ltd (BIE) terms and conditions, Institute employees on BBSRC or other terms and conditions, and Research Fellows on Institute terms and conditions.
“Staff”	Employees and Babraham Institute registered PhD students.
“Research Data”	Information in digital, computer readable or paper based format that: <ul style="list-style-type: none"> <li>x Is contained or presented in various ways including notes, facts, figures, tables, images (still and moving), audio or visual recordings; and</li> <li>x Which is collected, generated or obtained during the course of or as a result of undertaking research (which includes but is not limited to conducting field or laboratory experiments, conducting trials, surveys (excluding staff surveys for HR), interviews, focus groups or analysis of data); and</li> <li>x Which is subsequently used by the researcher as a basis for making calculations or drawing conclusions to develop, support or revise theories, practices and findings.</li> </ul>
“Principal Investigator (PI)”	An Institute researcher primarily tasked with delivering a programme of research on behalf of the Institute, whether or not they are referred to as such in a research grant or Institute Strategic Programme (ISP) application.



## 5. Responsibilities

### 5.1. Researchers

5.1.1. All researchers must adhere to their obligations under this policy.

5.1.2. Researchers must:

- x Adhere to the data management plan submitted as part of the research bid (where applicable) and the contractual obligations governing research data (as defined in

review throughout the research data lifecycle. Templates, guidance and examples to create such data management plans are available from the Institute's Research Data Management pages on The Hub.

5.3.3. In addition to requirements for researchers set out in Section 5.1 PIs should:

- x Include in research grant proposals appropriate consideration of the cost and time implication of data storage and management;
- x Develop and record appropriate procedures and processes for collection, storage, usage (including any releases), access, and retention of the research data associated with their research programme
- x Ensure where research is conducted in collaboration with external research partners that suitable agreements for the ownership and use of research data are prepared following advice on the Institute's potential legal liability and agreed in writing by the parties concerned before the project starts (contact the Contracts Office to start the process);
- x Define the requirements for the selection of significant research data suitable for deposit at the conclusion of the research project
- x Plan for the ongoing custodial responsibilities for the research data at the conclusion



