

Guiding Points Adopted by the Atlantic Region Data Repository

The ARDR will require a strong RDM policy framework to guide implementation and development. This framework will have to account for institutional autonomy, but CAUL/CBUA could offer model policies for institutions to consider as they develop their internal services. All of the following policy proposals are aspirational, and full implementation will take several years.

In the development of model policy, CAUL/CBUA should examine and adapt policies at place in other research networks. Specifically, we recommend adopting a model policy that CAUL/CBUA would endorse for the oversight of ARDR, and individual institutions would use as the basis for local policies. The example used here is based on the University of Edinburgh's RDM policy. [University of Edinburgh, (2015, February 5). Research data management policy. Retrieved from <http://www.ed.ac.uk/schools-departments/information-services/about/policies-and-regulations/research-data-policy>]

The aforementioned policy contains the following ten guiding points, slightly modified here to better suit CAUL/CBUA:

1. Research data will be managed to the highest standards throughout the data lifecycle as part of the institution's commitment to research excellence.
2. Responsibility for research data management through a sound research data management plan during any research project or programme lies primarily with Principal Investigators (PIs).
3. All new research proposals [from date of adoption] must include research data management plans or protocols that explicitly address data capture, management, integrity, confidentiality, retention, sharing, and publication.
4. CAUL/CBUA will arrange training, support, advice, and where appropriate guidelines and templates for the research data management and research data management plans.
5. CAUL/CBUA will facilitate the provision of mechanisms and services for storage, backup, registration, deposit and retention of research data assets in support of current and future access, during and after completion of research projects.
6. Any data which are retained elsewhere, for example in an international data service or domain repository, should be registered with the institution.
7. Research data management plans must ensure that research data are available for access and re-use where appropriate and under appropriate safeguards. If possible, data should be made accessible with a statement like this:
 1. To the extent possible under law, the authors have waived all copyright and related or neighbouring rights to this data. CC0/Open Data.
8. The legitimate interests of the subjects of research data must be protected.
9. Research data of future historical interest, and all research data that represent records of a member institution, including data that substantiate research findings, will be offered

and assessed for deposit and retention in an appropriate national or international data service or domain repository, or a member institution's repository.

10. Exclusive rights to reuse or publish research data should not be handed over to commercial publishers or agents without retaining the rights to make the data openly available for re-use, unless this is a condition of funding.

Another important policy statement, not included in the model policy above, pertains to the duration of data retention. We recommend that CAUL/CBUA institutions adopt a minimal RDM preservation commitment that says: "The University will steward the data for [Project X] for as long as is needed". This statement will allow for flexible retention timelines that can be adjusted in consultation with the PI.