Instruction Guide - Research Data Management Plan

The La Trobe University Research Data Management Policy outlines the framework for management of research data and primary materials for research activities conducted under the auspices of the university. It aligns with the principles set forth in the [*Australian Code for Responsible Conduct of Research*](https://www.nhmrc.gov.au/about-us/publications/australian-code-responsible-conduct-research-2018) 2018 (the Code) and the [Management of Data and Information in Research](https://www.nhmrc.gov.au/file/14359/download?token=L5GTBw96) (the RDM Guide) supporting guide, emphasising *Rigour* (P2), *Transparency* (P3) and *Accountability* (P7). The Policy requires researchers to maintain a data management plan throughout their activity. This instruction supports the La Trobe Research Data Management Plan template.

Section 1: Research Project and Research Team

This section outlines essential details about the research project and the team involved. Provide detailed information about the project and team members, you can add additional lines for named investigators. Include specific milestones for HDR candidates and ensure all ethics approvals are documented. This should be updated any time you make changes including adding or removing researchers.

Section 2: Data Collection and Use

Clearly describe all data types, identifiability, and the inclusion of special information. Specify any use of AI tools and their intended use. You will need to differentiate between data being collected and data being used. Consider and note intellectual property matters. Ensure compliance with ethical standards and consider Indigenous Data Sovereignty Indigenous data which comprises of data, knowledge, and information that relate to Indigenous Peoples at both the individual and collective level, including data about lands and environment, people, and cultures (more information available at the Australian Research Data Commons website <https://ardc.edu.au/resource/indigenous-data/> ).

Section 3: Data Storage and Sharing

Specify where digital and non-digital data will be stored during the research project, include details about storage locations, access permissions, data custodianship, succession planning for custodianship changes, and any external storage considerations (read about digital data options ‘[Research Data Storage Matrix](https://latrobe.service-now.com/nav_to.do?uri=%2Fkb_view.do%3Fsysparm_article%3DKB0016847)’ and systems available via the Office of Research Infrastructure). Clarify data custodian responsibilities and plans for custodianship transitions.

Section 4: Data Retention and Disposal

Detail the data retention and disposal management arrangements post research project completion. Specify minimum data retention periods and procedures for data handling after a project completion or researcher departure.

Where to Get Help?

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| **La Trobe Area** | **Responsibilities** |
| [Copyright Hub](https://www.latrobe.edu.au/library/copyright-hub) | The Copyright Hub provides information to assist and educate you in creating and legally using copyright-protected material in your learning, teaching and research activities. |
| [Digital Records](https://www.latrobe.edu.au/library/research-support/university-historical-archives) | Storage and retention of research data particularly when considered to have value to community, culture, or historical value.  |
| [Gabra Biik, Wurruwila Wutja](https://www.latrobe.edu.au/research/centres/indigenous) | Provide training and advice on data sovereignty and engagement with Indigenous elders and community relative to research |
| **Information Services**[Student](https://www.latrobe.edu.au/students/support/it)[Staff](https://www.latrobe.edu.au/staff/work-at-latrobe/systems-support/it-support) | * Develop, implement, and maintain centrally supported and secure digital storage for research data
* Provide accurate capability and security information about tools, programs, and systems available to researchers for collection, sharing and storage of research data.
* Review and make recommendations on appropriate secure digital storage.
* Monitor the capabilities of tools, programs and systems used in the collection, use, sharing and storage of research data to provide expert advice.
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| [Research Integrity Hub](https://www.latrobe.edu.au/researchers/research-office/ethics/research-integrity) | * Maintain currency of the Research Data Management Policy and the Plan Template.
* Oversee the establishment and maintenance of data sharing agreements
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| [Research Infrastructure](https://www.latrobe.edu.au/research-infrastructure) | Build awareness of research data storage options available to researchers. |
| [Schools & Departments](https://www.latrobe.edu.au/schools-departments) | * Ensure internal compliance
* Assist with local storage options and recordkeeping

Engage in exit planning and custodial arrangements |
| [University Library](https://www.latrobe.edu.au/library/research-support/research-data-management) | Provide training and advice on research data management planning and publication  |