UOW Research Data Management Plan (RDMP)

A. Data Management During the Study

1. Describe the new data that your study will create.

2. Are you using any existing data e.g. from a previous project or a third party (if it is a databank or repository, go to Q3)? If No, go to Q4. If yes:
   a. What is the source of the data?
   b. Please describe the data in detail.
   c. Complete the table in Section F of this form if you are requesting data items from a third party.

3. If the proposed study involves data sourced from a databank or repository:
   d. Identify the databank/repository.
   e. Detail the data items that will be accessed in the table in Section F of this form.
   f. Describe the access arrangements to the databank/repository.
   g. Please include copies of any correspondence regarding permission to access this information from a responsible officer of the agency.

4. Will it be possible to identify or re-identify individuals from any of the data being collected or used?

5. If yes, will personally identifying information be removed prior to using/analysing the data? If so:
   a. How will the information be de-identified?
   b. When, and by whom?
   c. Will the de-identification be completed before the records are provided to the researcher?

6. How will privacy and confidentiality of the data be

maintained during the research?

7. Please specify the form in which the data will be stored during the study:
   - Digital, specify whether it includes audio, visual or audio & visual
   - Hard copy
   - Other (please specify)

8. Please select the storage option for the data during the study:
   - Non-digital data (please provide details)
   - UOW Cloudstor
   - UOW S3 (StorageGrid)
   - Google Cloud Platform (GCP)
   - High Performance Computing (HPC) Locations
   - Survey Platform (e.g. Redcap, Qualtrics etc.)
   - Electronic Notebook
   - Code Repository
   - Other (please provide details)
   - Non-UOW location (please provide details)

9. Please provide details of the security arrangements in place for storage and transfer of the data from the point of collection to completion of the study.

10. How will data be regularly backed-up during the study?

B. Post Study Data Management (Data Retention, Disposal and Future Use)

11. What form/format(s) will you be using to store the data after the study is completed?

12. Please specify all locations where the data will be stored after the study is completed. For digital storage the location of the server should be included.

- Non-digital data (please provide details)
- UOW Cloudstor
- UOW S3 (StorageGrid)
- Google Cloud Platform (GCP)
- High Performance Computing (HPC) Locations
- Survey Platform (e.g. Redcap, Qualtrics etc.)
- Electronic Notebook
- Code Repository
- Other (please provide details)
- Non-UOW location (please provide details)

13. What security arrangements are in place for the data after the study has been completed? Who will be able to access the data?

14. How long will the digital data be stored?

- 5 years (general research)
- 7 years (contract/consultancy related)
- 15 years (clinical research on human subjects)
- 20 years (potential long-term effects on human subjects/environment)
- Permanent (gene therapy and data of major national/international significance)
- Data is not being stored beyond the study - please provide a reason why below.

15. How will the data be securely disposed of after this period?

C. Creation of Databanks/Repositories

16. Will any of the data be retained for use in future research? If so, please provide further details regarding what this use may be and how access will be managed (for databanks provide details at Q20). Note that explicit participant consent must be obtained for ongoing use. If no, go to Q21.

17. If the data collected in the proposed study will be deposited into or be used to create a databank, please provide the following:

- Name of databank:
- Form in which data will be stored (identifiable/re-identifiable/non-identifiable):
- Purposes for which data will be used or disclosed:
- Restrictions on use of data:
- Data Custodian's name:
- Position:
- Organisation:

D. Data Ownership, Access and Sharing

18. Who will own the data? Will data ownership remain the same during and after the study?

19. Who will have access to the data?

20. Under what conditions, if any, will access to the data be granted to others?

21. Are you sharing, publishing or archiving data with specific third parties, other researchers, or with the public other than via a databank? Has explicit participant consent been obtained for this?

22. In terms of data sharing, publishing and archiving other than via a databank, what data will be shared and in what form (individually identifiable/re-identifiable/non-

identifiable) will the data be shared?

23. What information from this Research Data Management Plan, if any, needs to be communicated to potential participants?

E. Researcher Acknowledgement

24. The National Statement on Ethical Conduct in Human Research states:

"When multiple researchers are collaborating on collection, storage and/or analysis of data or information, they should agree to the arrangements for custodianship, storage, retention and destruction of those materials, as well as to rights of access, rights to analyse/use and re-use the data or information and the right to produce research outputs based upon them. Researchers should consider whether any intellectual property will be generated by the project and agree on the ownership of any intellectual property created. Agreements on such arrangements and ownership need not necessarily be in the form of a contractual document, but should facilitate a clear resolution of these issues" (NS 3.1.44).

Are all involved researchers in agreeance with the terms of IP/data ownership, storage, retention, destruction, rights of access, rights to analyse/use and re-use the data or information and the right to produce research outputs based upon them, as outlined in this Research Data Management Plan?

F. Data Table

Data Item	Date Range	Number of records to be accessed	Data Custodian/ Source of the information to be collected	Has the data custodian agreed to provide the data or allow access to the data? Please attach

			Data Custodian/ Source of the information to be collected	**Has the data custodian agreed to provide the data or allow access to the data? Please attach evidence of this.**
e.g. Final grades for PSY224 students	*Autumn session 2018*	*175*	*Learning Analytics, UOW*	*Yes. See attached letter of approval from Student Services Division*
1.				
2.				
3.				
4.				
5.				