Annual Open Access and Research Data Management Checklist for PGR Supervisors and Students

a) Instructions

The lead PGR supervisor should consider these questions with their PGR student in at least one meeting annually together with the Open Access Research and Research Data Management Policy for PGR Students. Not all questions will be relevant for all PGR students as types of research data vary considerably. The highlighted questions are particularly relevant for 1st year students. It may be useful for the PGR student to put together a more formal data management plan and revise this regularly.

b) Guidance and Contacts

Open Access queries: openaccess@exeter.ac.uk
Research data management queries: rdm@exeter.ac.uk
Open Access advice for PGRs: http://as.exeter.ac.uk/library/resources/openaccess/e-theses/
Research data management webpage: http://as.exeter.ac.uk/library/resources/rdm/
Digital Curation Centre: http://www.dcc.ac.uk/
UK Data Archive: http://data-archive.ac.uk/
DataCite list of data repositories: http://www.datacite.org/repolist

c) The checklist

1. Data collection and creation
i.   How is your research data captured or created? If using digital data, which file formats are you storing your data in, and why? Are these formats "open source"?
ii. How are you ensuring data quality assurance?

2. Using secondary data
i.   Do/will you have permission to put secondary data e.g. third party databases, images etc. on Open Access at the end of your degree when appropriate? See this case study and Copyright and Legal Issues for further information.

3. Data storage and back-up
i.   How are you storing/will you store your research data during your project?
ii. If the data you are collecting or using is confidential, sensitive or covered by the Data Protection Act are you storing/will you store it securely? Is it encrypted? Is it password-controlled? Sensitive data should not be stored on cloud services or on memory sticks. If your data is not in digital format, is it stored appropriately e.g. in a locked cupboard?
iii. How and where is your data backed-up?

4. Data documentation and versioning

i. What form will the [metadata](#) and data documentation take to ensure that data is verifiable and reusable? Make sure you document your data as it is collected/created.

ii. How are you tracking the different versions of your data?

5. Data sharing
i. How will you (the student) share data with me (the supervisor) when relevant?

ii. If relevant, have you considered how you will [share data with others](#)?

6. Data selection and deletion
i. Have you put together criteria to select which data to keep and which data to delete for the long-term? Use this [checklist](#) for guidance.

7. Data archiving
i. Research data needs to be securely stored for the long-term in case your results are challenged. Where will you archive your data at the end of your degree? Consider discipline-specific repositories e.g. the [Archaeology Data Service](#), the University's repository, [Open Research Exeter](#) (ORE), other storage e.g. NHS server. Your funder may require you to deposit data in a specific repository.

ii. Have you considered intellectual property, commercialisation and ethical issues? If relevant, have you obtained consent from your subjects to put data about them on Open Access at the end of your degree?

iii. If relevant, will you be able to [anonymise](#) your data in order to make it available on Open Access?

8. Open Access to research papers/thesis
i. Have you made a copy of any peer-reviewed research papers or conference proceedings available on Open Access via deposit in ORE?

ii. Thesis deposit in ORE is mandatory. Will you be able to make your thesis available on Open Access upon completion or after an embargo period? Think about [copyright issues](#).

9. Policy requirements
i. Are you aware of the University's and your funder's requirements (if relevant) on research data and Open Access?