

Faculty of Technology, Policy and Management Research Data Management Policy



JANUARI 2020



Preface

The *Faculty of Technology, Policy, and Management* Research Data Management Policy is part of the central [TU Delft Research Data Framework Policy](#). The Faculty of *Technology, Policy, and Management* Research Data Management Policy helps create effective practices for working with research data at the faculty, and defines data management roles and responsibilities of the different stakeholders within the faculty.

Note that the Faculty of *Technology, Policy, and Management* Research Data Management Policy only specifies the Roles and Responsibilities of faculty-specific stakeholders. [TU Delft Research Data Framework Policy](#) should be consulted about the roles of the Library, ICT Department, University Services and the Executive Board at TU Delft.

This Policy is motivated by the belief that good data stewardship leads to research that is more time- and cost-efficient and it is inspired by principles that research data should be Findable, Accessible, Interoperable and Reusable (FAIR).

This policy cultivates:

- Best practice for ensuring that scientific arguments and results are reproducible in the long term.
- Better exposure of academic work of researchers at TU Delft leading to recognition of quality of the research process as a whole.
- Responsible management of research data, including the safe storage of research data and protection of intellectual capital developed by scientists across TU Delft.
- Improved practices for meeting the demands of funders and publishers with respect to research data management and sharing.

This policy recognises that:

- Individual departments and research groups have different working practices and processes and will therefore require dedicated guidelines – this document focuses on the aspects of research data management applicable to all departments.
- Data management is the entire process of managing research data from its creation to its re-use and preservation and it is not equal to Open Science. While it is beneficial to publish research data openly, there might be valid ethical, legal or commercial implications, which will make data unsuitable for open sharing.
- “Relevant research data” might mean different things in different disciplines. Source code, experimental notes, protocols, models, and other forms of information supporting traditional publication are also within the scope of this policy.

The policy is applicable to all researchers of the faculty (PhD students, postdocs, researchers and project leaders). However, the research activities of students, such as bachelor and master students’ projects, are out the scope of this policy. In such cases, we encourage students and supervisors to follow the principles of this policy, but this does not constitute a requirement.

The key points of this TPM Research Data Management Policy are:

- This policy is a refinement of the [TU Delft Research Data Management Framework policy](#)
- This policy is applicable to all research activities performed by researchers (including PhD students), but do not apply to Bachelor and Master students’ activities.
- This policy focuses on how data should be managed but does not specify which data should be managed. What constitutes “relevant research data” is domain- and activity-specific, and is therefore left to researchers’ interpretation, based on the standards of their research community.
- All relevant research data and code needed to support and/or reproduce research findings are appropriately documented and archived at the end of a research project
- All archived research data and code should be made as [F.A.I.R.](#) as possible
- All archived research data and code have a clear licensing scheme and the data should be “as open as possible, and as closed as necessary”
- Research data retention period is fixed to a minimum of 10 years
- Data Stewards assist researchers in these activities
- This document will be revised regularly (every 2 years)

This policy enters in application on the 1st of January 2020.

Roles and Responsibilities within T P M

Principal Investigators must:

- Ensure that all members of the research project
 - are aware of the [FAIR](#) data principles [\[how to\]](#)
 - are appropriately trained to effectively manage research data [\[how to\]](#)
 - adhere to the expectations outlined within this policy
- Create a data management plan (DMP) for every research project [\[how to\]](#), which needs to be regularly updated and adhered to by all project members, when
 - the DMP is requested by funders
 - the project involves personal data
- Ensure that any agreements with external funding agencies, commercial companies or other third parties allow compliance with this Research Data Management Policy
 - Adhere to contractual obligations with regards to ownership of, and rights relating to, research datasets resulting from projects funded by external agencies or commercial companies
- Budget for the costs of data stewardship into financial project planning [\[how to\]](#)

Individual Researchers must:

- Archive all relevant research data, code and any other materials needed to support and/or reproduce research findings presented in scientific publications in accordance with the [FAIR principles](#) (Findable, Accessible, Interoperable and Reusable) [\[how to\]](#)
 - The chosen repository must preserve the data for at least 10 years and assign persistent identifiers to data set
 - If there are no suitable domain-specific repository, the “[4TU Centre for Research Data](#)” repository may be used
 - Should data not be made available in a repository, ensure that the data management plan and any research publications resulting from the project have a statement explaining what additional datasets/materials exists
- Research data must be accessible through [an open license](#) **unless there are valid reasons not to do so** [\[how to\]](#)
 - If the access is restricted, a clear statement in the related publications or supporting materials should state why access is restricted; who can use the data and under what circumstances (or provide a link to the information)
 - For the preservation of confidential data (e.g.: personal data, commercially sensitive data...), researchers can request the assistance of the faculty’s data steward
- Understand who owns research data resulting from their projects and what that implies in terms of data management, particularly sharing and publishing. [\[how to\]](#)
- Properly cite research data [\[how to\]](#)
- Undertake training in data management, as necessary [\[how to\]](#)

PhD students must:

- Develop a written data management plan (DMP) for their PhD project within the first 12 months of the PhD study [\[how to\]](#)
 - The DMP is reviewed by the supervisors during the Go/No-Go meeting
 - The DMP is considered as additional material, and must not be used as a justification for the committee’s Go/No-Go decision
 - PhD student can request the help of the faculty’s data steward for the preparation of the DMP
- Attend training in data management, as required [\[how to\]](#)
- Archive all relevant research data, code and any other materials needed to support and/or reproduce research findings presented in the thesis in accordance with the [FAIR principles](#) (Findable, Accessible, Interoperable and Reusable) [\[how to\]](#)

- The chosen repository must preserve the data for at least 10 years and assign persistent identifiers to data set (DOI)
- If there are no suitable domain-specific repository, the “[4TU Centre for Research Data](#)” repository may be used
- Should data not be made available in a repository, ensure that the data management plan and any research publications resulting from the PhD study have a statement explaining what additional datasets/materials exists
- All relevant data and code must be suitably archived before the graduation ceremony
- Make relevant archived data accessible under [an open licence](#) unless there are valid reasons not to do so [\[how to\]](#)
 - If the access is restricted, a clear statement in the related publications or supporting materials should state why the access is restricted; who can use the data and under which circumstances (or provide a link to the information)
 - For the preservation of confidential data (e.g.: personal data, commercially sensitive data ...), researchers can request the assistance of the faculty’s data steward
- Discuss their data management practices with their supervisor during the yearly evaluation meeting

PhD Supervisors must:

- Support their PhD students in preparation of a written data management plan
 - Assist PhD students in finding the relevant RDM related material (including this document), and guide them to the faculty’s data steward if necessary [\[how to\]](#)
 - Assist PhD students in identifying what constitutes “relevant research data” based on the standards of their research community
 - Provide feedback to PhD students about their data management plan during the Go/No-Go meeting. The DMP is considered as additional material, and must not be used as a justification for the committee’s Go/No-Go decision
- Ensure that PhD students attend relevant training on data management [\[how to\]](#)
- Support their PhD students in making all relevant data and code underlying their completed PhD theses [FAIR](#) (Findable, Accessible, Interoperable and Reusable), and as “open as possible and as closed as necessary”
 - validate that datasets supporting the thesis are suitably archived before the graduation ceremony
- Discuss data management practices with their PhD students during the yearly evaluation meeting
- Request the assistance of the faculty data steward if needed
- Supervisors (daily supervisor and promotor) share the responsibility of supporting their PhD students in all data management related activities

Data Stewards must:

- Assist researchers in planning the collection, management, and publication of data in research projects and liaise with other service providers (such as Legal services, ICT, Human Research Ethics Committee) as required.
- Help researchers with writing data management plans and with [budgeting](#) for research data management costs in their grant applications.
- Develop and run training events tailored to researchers’ needs.
- Lead the development, review and implementation of the faculty’s data management policy.
- Create awareness and explain to researchers the added value of good data management.

Faculty Deans are expected to:

- Ensure that Data Stewards are embedded within faculties.
- Develop Faculty Policies for Research Data Management based on this Framework
- Ensure that within their faculty there is appropriate infrastructure and the right tools for researchers to put good data management into practice.
- Ensure that necessary training and advocacy provisions are available to the faculty, and that researchers are aware of the faculty’s data management policy and are equipped with adequate skills to adhere to it.

Heads of Departments are encouraged to:

- Facilitate awareness of good data management practices among all researchers and students within the department.
- Develop effective strategies for monitoring and review of data management practices.
- Request advice from the faculty data stewards

Heads of Sections are encouraged to:

- Support individual research groups to adhere to discipline-specific guidelines on good data management and [FAIR data](#) (or to develop them if disciplinary standards do not exist).
- Work with relevant support staff to develop practical solutions for data management in their section.

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From the TPM Mission Statement:

<https://www.tudelft.nl/en/tpm/about-the-faculty/organisation-chart-facts-figures/mission/>

The Faculty of Technology, Policy and Management combines insights from the engineering sciences with insights from the humanities and the social sciences. The Faculty's mission is to develop robust models and designs in order to solve the complex challenges of today's networked, urbanized knowledge society.

The Faculty is comprised of three closely collaborating departments, each with a different perspective on addressing these complex societal challenges: systems, governance and values. The smart combination of these three perspectives is at the core of Comprehensive Engineering, and is the main thrust of the Faculty.

The main application domains of the Faculty, in which the majority of its research projects can be clustered, are: energy, climate, mobility, ICT, water, and cyber.

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<https://www.tudelft.nl/en/tpm/about-the-faculty/contact-and-map>

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