

# Faculty of Aerospace Engineering Research Data Management Policy



APRIL 2021



# Preface

The Faculty of Aerospace Engineering Research Data Management Policy helps create effective practices for working with *research data*<sup>1</sup>, defining the data management responsibilities of the different stakeholders within the faculty. It is based on the central [TU Delft Research Data Framework Policy](#), and the university-wide roles and responsibilities defined thereof.

This Policy is motivated by the belief that good research is reproducible and transparent research, and that in order to achieve that, proper data management practices are essential. This policy then cultivates:

- Best practices for ensuring research reproducibility.
- Responsible management of research data, meeting also the demands of funders and publishers with respect to data management and sharing.
- Better exposure of academic work.

### This policy recognises that:

- Individual research groups have different working practices.
- Research data should be as open as possible and as closed as necessary. 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.
- The minimum research data that should be maintained for the long-term (archived) should be the data that led to the results published in research articles<sup>2</sup>.

This policy is applicable to all researchers of the faculty (incl. PhD candidates). It is also applicable to (bachelor and master) students engaged in research projects, whose results lead to scientific articles.

This policy is effective from April, 1st 2021.

<sup>2</sup>] This policy also adheres to the [TU Delft Research Software Policy](#) and the [TU Delft Policy on Open Access Publishing](#).

# Roles and Responsibilities

## Faculty Dean is expected to:

- Ensure that the Data Steward is embedded within the faculty.
- Ensure that within the faculty there is appropriate infrastructure and tools for researchers to put good data management into practice.

## Heads of Departments are expected to:

- Facilitate awareness of good data management practices among all researchers within the department.

## Data Steward is expected to:

- Lead the development, review and implementation of this policy.
- Create awareness about good data management.
- Assist researchers in data management issues and liaise with other service providers (such as Legal services, ICT, Human Research Ethics Committee) as required.
- Support researchers at project level (e.g., Data Management Plans, budgeting for research data management costs in the grant applications, provide training to researchers).
- Develop and run training events tailored to researchers' needs.
- Identify Data Champions as local examples of data-management-aware researchers.

## All researchers are expected to:

- Plan for good data management before the research implementation starts.
  - This means thinking in advance about data ownership; data types; data storage needs; data transfer services; backup strategy; software and processing power required; documentation practices (incl. embedded metadata standards and supporting documentation); file naming conventions; version control practices; data archiving infrastructure; and data sharing procedures.
  - A [Data Management Plan](#) (DMP) should be created at the beginning of the project (and regularly updated during the project), whenever one or more of the following applies:
    - The DMP is requested by funders.
    - The project involves the [collection or processing of personal data](#).
    - The data underlying the results of a journal article must remain under closed (restricted) access for the long-term.
- Follow [FAIR principles](#) during the research.
- Ensure that once a research project finalizes, the research data underlying the results is archived following the [FAIR principles](#) for at least 10 years from the end of the project. Research data should be made as open as possible and as closed as necessary. If data must remain under closed (restricted) access, this should be clearly stated in the DMP.
- Properly [cite research data](#).
- Undertake [research data management training](#) whenever applicable.

## Additionally:

### Researchers leading projects are expected to:

- Ensure all members of the research group adhere to this policy.
- Ensure all members of the research group are appropriately [trained](#) to effectively manage research data.
- Seek for advice from the faculty Data Steward whenever applicable.
- In the case of drafting a DMP, contact the faculty Data Steward for feedback.
- Budget for the costs of data management into financial project planning. Consider budget that might be needed for: data storage needs, data transfer services, backup strategy, software and processing power required, data archiving costs, and also Open Access article processing charges<sup>3</sup>.
- Ensure that any agreements with external funding agencies, or other (third) parties allow compliance with this policy.
- Inform all members of the research group (incl. students) about any agreements that apply to the project and that are relevant for the data management of it (incl. data ownership, security, privacy).

### PhD candidate Supervisors are expected to:

- Ensure the PhD candidate adheres to this policy.
- Ensure the PhD candidate either:
  - attends the *Informative Session on Data Stewardship* delivered by the faculty Data Steward within the first 4 months of the program, or
  - meets the Data Steward for information, when attending the session is not possible.
- Inform the PhD candidate about any agreements that apply to the project and that are relevant for the data management of it (incl. data ownership, security, privacy).
- Ensure the PhD candidate either:
  - attends the *Writing the Data Management Plan* session delivered by the faculty Data Steward within the first year of the program, or
  - asks for the advice from the faculty Data Steward when drafting the DMP, if attending the session is not possible.
- Discuss the DMP with the PhD candidate during the yearly evaluation meeting.
- Ensure the PhD candidate attends relevant training<sup>4</sup> on data management when needed.

3] In compliance with the respective funder's policy and the [TU Delft Policy on Open Access Publishing](#).

4] See the [training opportunities](#) provided by TU Delft.

### PhD candidates are expected to:

- Attend the *Informative Session on Data Stewardship* delivered by the faculty Data Steward at the beginning of the program; or meet the faculty Data Steward for information, when attending the session is not possible.
- Deliver a DMP within the first 12 months of the program by:
  - attending the *Writing the Data Management Plan* session delivered by the faculty Data Steward, or
  - asking for the advice from the faculty Data Steward when drafting the DMP, if attending the session is not possible.
- Attend relevant training<sup>5</sup> on research data management when applicable.
- Ensure that before graduation, all data underlying the results of the thesis is properly archived following the [FAIR principles](#) for at least 10 years from the end of the project. Research data should be made as open as possible and as closed as necessary. If data must remain under closed (restricted) access, this should be clearly stated in the DMP of the project.

5] See the [training opportunities](#) provided by TU Delft.

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### About the Faculty

With more than 190 scientific staff, 290 doctoral candidates and 2,800 Bachelor's and Master's students, the faculty of Aerospace Engineering at TU Delft is one of the largest, most multifaceted scientific communities focusing on aerospace and related areas (such as wind energy) in the world. Our mission: 'We aim to be a world-class faculty of Aerospace Engineering, renowned for modern teaching practices, high-profile research, hyper-modern laboratories and facilities, and pioneering innovations'. With these, we aim to make an optimum contribution to society at a time when everything is increasingly revolving around connections.

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