**Research data management and your project**

**Review this annually and update accordingly. Storing this document in a central location (e.g. the eNotebook or Dropbox) for access by your research group and collaborators can help align the research data management practices of all project members.**

**Project details**

**Project name:**

**Project description:**

**Research Data Management Checklist**

|  | **Question** | **Answer** | **Further information** |
| --- | --- | --- | --- |
|  | What type/s of data will you be collecting?e.g. observations, surveys, interviews, photographs |  | [Research data management guidelines](https://library.sydney.edu.au/research/data-management/research-data-management.html)  |
|  | Who will create/collect the data? Who owns the Intellectual Property Rights of the research data? |  | [Research data management guidelines](https://library.sydney.edu.au/research/data-management/ownership-licensing.html) [Intellectual Property Policy 2016](http://sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2016/418&RendNum=0) |
|  | Will any third party data be used? If yes, are there any restrictions for how you use and store the data? |  | [Copyright website](https://library.sydney.edu.au/help/copyright/) |
|  | Does the research involve data from human subjects? e.g. interviews, medical records, cell samples Most research involving humans will need ethics approval |  | [Ethics website](http://sydney.edu.au/research_support/ethics/index.shtml) |
|  | If collecting data from humans will the consent form indicate how the research data will be stored, used, shared and published? If not, why not? |  | [Ethics Office consent form templates](https://intranet.sydney.edu.au/research-support/ethics-integrity/human-ethics.html#forms-templates) |
|  | Will the research data need to be de-identified/anonymised? If yes, explain how you’ll do this. |  | ANDS [De-identifying your data guide](http://ands.org.au/resource/data-deidentification.html) |
|  | Could the research data be classified as sensitive? i.e. does the data contain information which is:* confidential
* private
* commercially sensitive
* culturally sensitive.

If yes, you’ll need to take particular care when selecting storage to ensure that it is secure, stored in Australia and only accessible to those with consent to access the data. |  | ANDS [Sharing sensitive data](http://ands.org.au/working-with-data/enabling-data-reuse/sharing-sensitive-data) |
|  | What file naming procedures will be implemented? |  | [Research data management guidelines](https://library.sydney.edu.au/research/data-management/organising-data.html)  |
|  | What versioning procedure will be implemented? |  | [Research data management guidelines](https://library.sydney.edu.au/research/data-management/organising-data.html)  |
|  | What metadata will be collected throughout the research process? e.g. description, location, title, date.Metadata means data about data; it is descriptive information about the data you are collecting. You can use a [metadata standard](http://www.dcc.ac.uk/resources/metadata-standards) to help you understand what metadata you should keep for your data. |  | [Research data management guidelines](https://library.sydney.edu.au/research/data-management/data-description.html)  |
|  | How will data be generated, created or collected? i.e. any hardware or software that will be used to collect data.This information should form part of the metadata for your data. |  |  |
|  | Will any specific software be needed to read, analyse or process the data? e.g. SPSSThis information should form part of the metadata for your data. |  |  |
|  | How much storage space do you think you’ll need to store all of your research data, both physical and digital? |  |  |
|  | During the project, will data need to be shared with anyone? e.g. * with University of Sydney affiliates
* with people not affiliated with University of Sydney.
 |  |  |
|  | Where will digital data be stored during the project? Does this storage meet requirements identified in questions 4, 7, 13 and 14? |  | [Research data management guidelines](https://library.sydney.edu.au/research/data-management/storage-options.html)  |
|  | If the digital data is not being stored on a system with automatic back up, how will you back up your data? |  |  |
|  | Where will physical data be stored during the project? Does this storage meet requirements identified in questions 4, 7, and 13? |  | Check your [Research Data Management faculty provisions](http://sydney.edu.au/policies/default.aspx?mode=folder&uri=9047185)See your Faculty Research Manager  |
|  | What is the mandatory minimum period that you must keep data for after your project is complete? |  | Check your [Research Data Management faculty provisions](http://sydney.edu.au/policies/default.aspx?mode=folder&uri=9047185)[Research Data Management Policy](http://sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2013/337&RendNum=0)[Research Code of Conduct](http://sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2013/321&RendNum=0) |
|  | What file formats will digital data be preserved and/or published in?Your data should be saved in a format that can be used by everyone who will access the data. |  | Digital Curation Centre [accessible file formats](http://www.dcc.ac.uk/resources/curation-reference-manual/completed-chapters/file-formats)  |
|  | Will data be shared/published after the project is complete?If yes, ensure:* You’re legally allowed to publish data (Q.2,3,5)
* You keep accurate metadata for your data (Q.10)
* You know what file format you should publish your data in (Q.19)
 |  | [Research data management guidelines](https://library.sydney.edu.au/research/data-management/publishing-options.html)  |