

ECU Data Management Plan Form Guide

The current Data Management Plan (DMP) form, DMP 3.0, is the mechanism by which researchers at ECU can request storage space for research projects. The DMP 3.0 is the first phase of the development of a process designed to support researchers meet their research data management needs. The priority in this phase is to ensure that all researchers can be provisioned with suitable, safe and secure storage space for actively conducting their research.

This document provides assistance with completing the DMP form by providing definitions, answer options and explanations where necessary. ECU Research Data Management services information summary guides are provided by the following service centres: ITSC, RAMS and the Library.

DMP Coverage

Research Project Short Title

The folder system created for the research project data will include the research project short title. The researcher should provide a short title that is meaningful to them but it does need to be less than 20 characters.

Chief Investigator (CI) Details

Someone other than the CI may complete the DMP form but the CI details should correspond to the chief investigator of the project. Research students should be listed as the CI for their projects unless there is a compelling reason not to.

Ethics

For a period of time ECU will have two Ethics systems, Stream and the Research Ethics Management System (REMS). The researcher should identify which system their Ethics application sits in and provide the appropriate identifier (Stream ID or REMS Number). The REMS number should be provided for any research project that completes the Provisional Review Checklist. In some cases, more than one Ethics application may need to be indicated.

RMS Project Number

The RMS project number is also known as the G number. Unfunded research will not have a G number. If the research is funded by a sponsor and is not managed in RMS please complete this section without a reference to the RMS Project Number.

DMP Submission Date

The date the DMP is submitted to ECU Records and Archives Management Service (RAMS).

DMP Section 1: Data Storage (Active Phase)

Active Phase

The active phase of research describes the period of time from project inception to the start of retention.

Australian Code for the Responsible Conduct of Research

Although the new Australian Code for the Responsible Conduct of Research (the 2018 Code) was released on the 14th June 2018, the 2007 Code will continue to be referenced until the 2018 Code's accompanying Research Data Management guide is released.

On-premise

In this context, *on-premise* refers to the university's commissioned data-centre that is located in Western Australia. This type of storage can have access limitations.

Sensitive Data

Sensitive data are data that can be used to identify an individual, species, object, or location that introduces a risk of discrimination, harm and unwanted attention. *Australian National Data Service (ANDS)*.

Access Rights

These refer to the rights a research team member, supervisor or collaborator will have to access the project folder. There are three options from which to choose: co-owner, editor and read-only.

1. Co-owner: The access right that will allow the user full control of the project folder. This will include the ability to control access to the project folder by adding and removing users. This right is conferred by default to the CI. Other users can be allocated this right.
2. Editor: The access right that will allow users to edit the data in the project folder.
3. Read-only: The access right that will allow users to read the data in the project folder.

Australian Access Federation (AAF) organisations

AAF organisations include all Australia Universities, and the CSIRO and other government research agencies as well as leading research support organisations.

Remote Access

Remote access is access that does not required a connection to the ECU network. VPN access is considered local (that is, not remote.)

DMP Section 2: Data Retention and Disposal

Retention start date

According to the Western Australian University Sector Disposal Authority (WAUSDA), research data retention starts at the conclusion of the project or at the date of publication whichever is later.