Research Data Management Plan

Introduction

Responsible conduct of research includes rigorous, accurate and appropriate management of research data. Several principles and responsibilities of the [*Australian Code for Responsible Conduct of Research*](https://www.nhmrc.gov.au/about-us/publications/australian-code-responsible-conduct-research-2018) 2018 (the Code) apply to research data management, including *Rigour* (P2), *Transparency* (P3) and *Accountability* (P7).  A supporting guide on [Management of Data and Information in Research](https://www.nhmrc.gov.au/file/14359/download?token=L5GTBw96) (the RDM Guide) is also available, which details the related responsibilities of institutions and researchers.

The Code and RDM Guide strongly encourage the development of a research data management plan as early as possible in the research process. This Plan provides a template for use by Staff and Students to document Research Data Management.

***NB. Although this Plan is intended for use early in the research project, please consider it to be a living document that you revisit as circumstances change during your research.***

Section 1: Research project and research team

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| Research Project Title |  |
| Research Project Number /Unique Identifier (where applicable) |  |
| Name and Title of Principal Investigator |  |
| La Trobe School and Department |  |
| Name and Title of Primary Supervisor (where applicable, and if not the Principal Investigator) |  |
| Name of Student / HDR Candidate (where applicable) |  |
| Milestone (for HDR Candidates only) | [ ]  Confirmation of Candidature[ ]  Mid-candidature review[ ]  Completion |
| Approving Research Ethics Body, Approval Date, and Reference Number (where applicable) |  |
| **Date this Plan was last updated** |  |

section 2: data collection and use

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| What data will be collected and/or used for the research? In what form will this data be? |
| [ ]  Digital Data | Please describe: (*For example PDFs, spreadsheets, word documents, drawings, video, audio or photographic recordings and documentation).*Click or tap here to enter text. |
| [ ]  Non-Digital Data | Please describe: (*For example models, notebooks, samples, specimens, biospecimens, artwork)*Click or tap here to enter text. |
| Will the data collected and/or used for research include special information? Please provide details. |
| [ ]  Personal Information | *Any information or opinion recorded in any form and whether true or not, about an identifiable individual or from which their identity can be reasonably ascertained (for example, name, address, mobile phone number, email address, photo, voice recording, employment record, student record, medical record, etc).* |
| [ ]  Sensitive Information | *A special category of personal information that might be used to discriminate against an individual and therefore requiring more protection (for example racial or ethnic origin, sexual orientations or practices, political opinions, membership of a political association, religious beliefs or associations, philosophical beliefs, union membership or criminal record).* |
| [ ]  Health Information | *Defined broadly as information or opinion about, physical, mental, or psychological health, disability, expressed wishes about health care provision, a health care service provided, of an identifiable individual (living or dead).* |
| [ ]  Indigenous Information | *Indigenous data, in general, comprises of data, knowledge, and information that relate to Indigenous Peoples at both the individual and collective level, including data about lands and environment, people, and cultures (for more information on the principles and resources go to the Australian Research Data Commons (ARDC) website* [*https://ardc.edu.au/resource/indigenous-data/*](https://ardc.edu.au/resource/indigenous-data/)*).*  |
| Will the data collected and/or used for research be identifiable, re-identifiable, or non-identifiable? Please provide details. |
| [ ]  Identifiable | *Any information from which the identity of an individual can be reasonably ascertained*.  |
| [ ]  Re-Identifiable | *Any information from which it is possible to re-identify an individual. For example, identifiers removed from main dataset and replaced by code (stored separately) which enables identification*  |
| [ ]  Non-Identifiable | *Any information from which identifiers have been permanently removed or were never recorded and no specific individual can be identified.* |
| Will artificial intelligence technologies be used for data collection, processing or analysis during the research project? Please provide details. |
| **[ ]**  Data collection will involve AI | *For example, the use of tools such as* [*https://elicit.com/*](https://elicit.com/) *or* [*https://consensus.app/*](https://consensus.app/)*. Please provide details of tool used.* |
| [ ]  Data pre-processing will involve AI | *For example data augmentation, imputation, transformation that expands or improves the quality of the datasets/metadata.* |
| [ ]  Data analysis and/or research documentation will involve AI | *For example using ChatGPT for thematic analysis, using MS Copilot for data visualisation and inference.* |
| **Are there any**[IP issues](https://www.ipaustralia.gov.au/)**with the data you will use or collect?** Click or tap here to enter text.*If there are, record details here. For example, is there an ownership or collaborative agreement? Are you using other people’s images, designs, software etc? Do you need copyright clearance or permission to use a patent, images, video, sound recordings, or design? More information available at:* [*Copyright Hub*](https://www.latrobe.edu.au/library/copyright-hub)*;* [*Data Licencing guide*](https://latrobe.libguides.com/datalicensing)*;* [*LTU Intellectual Property Policy*](https://policies.latrobe.edu.au/document/view.php?id=101) |
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| **Have you incorporated Indigenous Data Sovereignty?***Describe how you have incorporated Indigenous data sovereignty into your data management plan?*Click or tap here to enter text. |
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section 3: Data Storage and Sharing

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| During the research project, where will the digital and non-digital data be stored?*For guidance on Digital Data Options please refer to resources such as ‘Research Data Storage Matrix’ and systems available via the* [*Office of Research Infrastructure*](https://latrobe.service-now.com/kb_view.do?sysparm_article=KB0016847)*.*  |
| [ ]  Digital Data | [ ]  LTU Network drive, *details*: [ ]  LTU Approved Cloud Application, *details*:[ ]  LTU Research DataSpace (RDS):[ ]  Online Research Notebook (LabArchives)[ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| [ ]  Non-Digital Data | [ ]  Building name, Level, Room, Cabinet, box, *details*: |
| If any of the data are not stored at LTU, where is it stored? Provide details and rationale.*For example, are there contractual obligations that require an external partner to retain research data? Or is a member of the research team based at another institution?* |
| Who will have access to the data during the project?*Add rows as needed to add team members.* |
| **Name** | **Role** | **Is the team member appropriately trained to use the data and to fulfill the obligations of the data management plan?** |
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| Who is the custodian of the data?*The custodian is responsible for protection and access to the data, including facilitating requests for data from research participants. Typically, the custodian is the chief investigator/senior supervisor.* |
| Name and Title |  |
| If the data custodian leaves the project or leaves the university, who will take responsibility for the data?*For example, data (and responsibility for the data) may be transferred from the former chief investigator/senior supervisor to the new chief investigator/senior supervisor.* |
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section 4: Data Retention and Disposal

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| Data must be retained for a minimum retention period from the date of publication in certain instances. Please specify for what period the data will be stored:  |
| [ ]  1 year (undergraduate assessment) [ ]  5 years (most research)[ ]  7 years ([health data](https://www.oaic.gov.au/privacy/australian-privacy-principles-guidelines/chapter-b-key-concepts/#health-information) including information about an individual’s physical or mental health)[ ]  15 years (clinical trials)[ ]  Indefinitely, following the expiration of the applicable minimum retention period.  If so, please provide additional information.[ ]  Permanently (gene therapy or research that has community or heritage value)NB: *These are minimum retention periods, and data can be retained for a longer period than these options.*  *NB. The minimum retention period for any data collected from or about children or young people commences when those participants attain adulthood (e.g., data for children in clinical trials is retained for at least 15 years from the time those children turn 18 years of age).*  |
| What will happen to the data after the completion of a research project?*How will data be managed when the research student completes studies and is no longer at LTU? For example, original data stays with chief investigator/senior supervisor and a copy of data is securely retained by the student?* |
| At the end of the project the data will be: |
| **Published**[ ]  Open @ La Trobe (OPAL)[ ]  Other Data Repository, please specify:Click or tap here to enter text.**Retained for future research**[ ]  How and where will the data be banked, retained, or made available for use by other researchers? Please specify:Click or tap here to enter text.**Destroyed**[ ]  How will the data be deleted or destroyed to ensure adherence with the relevant ethics approval, or a contractual or other legal requirement? Please specify: Click or tap here to enter text. |

**Resources:**

1. [Australian Code for the Responsible Conduct of Research](https://www.nhmrc.gov.au/sites/default/files/documents/attachments/grant%20documents/The-australian-code-for-the-responsible-conduct-of-research-2018.pdf) (2018)
2. Australian Research Data Commons (ARDS) website <https://ardc.edu.au/resource/indigenous-data/>).
3. [Element 4: Collection, Use and Management of Data and Information](https://www.nhmrc.gov.au/about-us/publications/national-statement-ethical-conduct-human-research-2023) (Chapter 3.1 of the National Statement on Ethical Conduct in Human Research).
4. [IPP short guides](https://ovic.vic.gov.au/privacy/for-agencies/guidance-and-resources/short-guides/)
5. [LTU Data Ready Guides](https://latrobe.libguides.com/dataready)
6. [LTU Research Data Management Policy](https://policies.latrobe.edu.au/document/view.php?id=106)
7. [LTU Data Storage](https://www.latrobe.edu.au/research-infrastructure/digital-research/data/data-storage)
8. [Management of Data and Information in Research: A supporting guide to the Australian Code](https://www.nhmrc.gov.au/file/14359/download?token=L5GTBw96)
9. Victorian [Information Privacy Principles](https://ovic.vic.gov.au/privacy/for-agencies/information-privacy-principles/)
10. [Public Records Act 1973 | legislation.vic.gov.au](https://www.legislation.vic.gov.au/in-force/acts/public-records-act-1973/042)
11. ‘Research Data Storage Matrix’ and systems available via the [Office of Research Infrastructure](https://latrobe.service-now.com/kb_view.do?sysparm_article=KB0016847).