

Scientific Research Data Management Policy

DOCUMENT SUMMARY

Document Ref. No.	Document Title	Author(s)	Policy Sponsor
SRDMP-0001	Scientific Research Data Management Policy	Karen Ambrose	Alison Davis

DOCUMENT CONTROL

Version	Date	Description	Review Comments/ Changes
0.1	09.04.2015	First Draft	
0.2	17.12.2015	Amendments	
0.2	18.12.2015	Reviewed by SMC	Approved by SMC to be presented to the Executive Board.
0.2	18.01.2016	Reviewed by Exec	Approved by the Exec as a high-level policy.
0.2	18.01.2016	Approved by Exec	Approved by the Exec as a high-level policy.

Effective date	This policy was adopted on 18.01.2016
Version	First Final Version 0.2 Effective from 18.01.2016
Review date	Annually

Policy Statement

The Crick recognises that research data generated by the institute should be made available to researchers and other users with as few restrictions as possible.

Scope

This policy applies to all data generated at The Francis Crick Institute and research collaborations.

Responsibilities

Role	Responsible For
<i>Data owner</i>	Devising the research proposal, which takes into account the data management and sharing plans required, in line with the requirements of the relevant research funder.
<i>Researcher</i>	Ensuring that the sections of the policy that support the research proposal are followed.
<i>Funding Body</i>	Defining the data governance principles that support the funding body principles.
<i>Chief Data Officer</i>	Ensure that the policies are reviewed and kept in line with the business requirements.

Scientific Research Data Management

Background and Scope

The Francis Crick Institute, “The Crick”, is committed to ensuring that all the outputs of its scientific research are managed and used in ways that maximise public benefit.

The Crick is committed to having a strong open access policy and supports the principles of open access to research papers. Its strategy “Discovery without Boundaries” also seeks to ensure that the experimental research data are both reliable and openly available in a manner that maximizes the value of that data for research and its application for health and societal benefit, where legally, commercially and ethically appropriate.

Researchers, Research Institutions, Scientific Collaborators, Partners, Funders and Publishers, all have important roles to play in helping to develop this collaborative environment and in developing the resources and systems required.

Our policy on data management reflects the broad principles set out in these statements and will be supported by detailed policies concerning management of different data types, and guidance to assist Crick staff with compliance. It is consistent with the Institute’s position on open access to published research, our guidelines on good research practice and our policy on intellectual property and patenting.

This policy covers Scientific data groups, including but not limited to Genomic & Big data, Scientific Image data, Scientific research data, Confidential Health data such as Medical/patient data, Science Operational data such as Animal data records, Project Licences and BRF data, institute operational related information.

Purpose

This document underpins the value The Crick places on the research data that it generates. The intention is to help foster a culture in which both data generators and data users adopt good research practice, and act with integrity and transparency in managing, using and sharing research data.

The users groups covered by this policy include but is not limited to All Crick Employees, General Public/Scientific Visitors, External/Internal Scientific Collaborators, Crick Partners, Contractors, University Seconded attachment program students.

PRINCIPLES

1. **The Crick subscribes to the RCUK Common Principles on Data Policy, the main principle being that:**

Publicly funded research data are a public good, produced in the public interest, which should be made openly available with as few restrictions as possible in a timely and responsible manner.

2. **The Crick is committed to making the research data widely available** to the research community in a timely and responsible manner. The Crick will ensure data is transparent, reliable and openly available, unless there is an express requirement why this must not be the case (for example, Information Security considerations). Where a managed access process is required - for example, where a study involves potentially identifiable data about research participants - the access mechanisms established should be proportionate to the risks associated with the data, and must not restrict or delay access.
3. **The Crick will ensure data is managed, stored and curated appropriately.** Wherever possible, data will be stored in recognised public data repositories e.g. GenBank, SwissProt, SRA etc., either independently and/or part of an agreement with the publishing journal. The assignment of unique identifiers e.g. Digital Object Identifiers (DOIs) to datasets are strongly encouraged.
 - Where research involves the collection and/or use of personal data, if the data is to be shared, it must be in line with ethical, legal or regulatory requirements and in line with the consent under which the data was provided.
 - The approach to data sharing must balance the need to robustly safeguard the privacy and confidentiality of research participants with the need to ensure the data can be accessed and used to maximize its value. Where a managed access approach is required this should be proportionate, transparent and build on existing mechanisms where feasible.
 - In line with funder policies, researchers should ensure that any intellectual property in the outputs of their research are protected and managed in a way, which best enables the use of that knowledge for ultimate health benefit.
 - Delays or restrictions on data sharing may be necessary to gain intellectual property protection or to further development of a technology for public benefit.
4. **The Crick supports the need to preserve and share research datasets** in a manner that maximises their long-term value (Data preservation strategy and standards).
5. **The Crick will establish a common approach for data management** and sharing both for use within the institute and on grant applications. We will work with the Group Leaders to support them in maximising the long-term value of key datasets

resulting from their research.

6. **The Crick expects all users of research data to acknowledge the sources of their data and to abide by the terms and conditions under which they accessed the original data.**
7. **The Crick will foster an environment that enables researchers to maximise the value of research data.** Specifically, we will work in partnership with others to:
 - Ensure that key data resources are made available, wherever possible, for use by research community.
 - Recognise the contributions of researchers who generate, preserve and share key research datasets.
 - Develop best practice for data sharing in different fields - recognising that different data types raise distinct issues and challenges.
8. **The Crick will retain research data and related material** in the appropriate format in line with its agreed policy and those of its research funders.
9. **The Crick is committed to the open-source sharing of research software/code** that supports the analysis or processing of research data. There is an expected obligation to share the research software/code along with the associated project/dataset, where this is practical.
10. **The Crick will provide its researchers with appropriate infrastructure, support, training, guidance and advice on Research Data Management.**

Detailed Policies required to support this Policy

1. Data Types

- a. Patient Data
- b. Genomic and Sequence Data
- c. Proteomic Data
- d. Metabolomic Data
- e. Structural Data
- f. Lab research Data

2. Data Retention

- a. **Basic research:** Research data and related material should be retained for a minimum of 10 years after the study has been completed;
- b. **Population health and clinical studies:** The retention period for primary/raw data and related material will be informed by the relevant regulatory framework, the legal requirements outlined in guidance from the MHRA and any additional requirements identified by ethics committees or professional codes;
- c. **Clinical research:** research data must be retained for 20 years after the study has been completed to allow an appropriate follow-up period, and 25 if the study involved children or adults unable to consent.

The Studies which propose retention periods beyond 20 years must include valid justification, for example, research data relating to longitudinal studies will often be retained indefinitely and archived and managed accordingly.

3. Data Processing and Change Management

- a. Images
- b. Genomic and Sequence Data
- c. Proteomic/Metabolomic Data
- d. Structural Data

4. Support for Crick Staff Compliance

- a. **Research Proposals** - data management and sharing plans. As a minimum should include:
 - Volume, type and data format.
 - Data standards and metadata formats.
 - Research Data value.
 - Data share timescale and mechanism.
 - Data sharing limits.
- b. **Implementation**

Further guidance on key issues related to research data, such as copyright and confidentiality, security, intellectual property and ethical considerations will be outlined in additional policies.