**Data Management and Sharing Plan**

**POLICY**

**Revised August 25, 2023**

Valparaiso University requires that researchers and program directors collect, use, store, and share data in compliance with University policy and applicable laws and regulations, including funder-specific requirements for research that is grant funded. Information regarding data must be documented in a formal Data Management and Sharing Plan (DMSP). A funder may require the DMSP to be included in the grant application or be kept on file and made available upon request. Regardless of funding source, all projects involving research data must have a DMSP.

* For research involving human subjects, the DMSP must also comply with IRB policies and regulations and determinations made by the Valparaiso University IRB.
* For research involving animal subjects, the DMSP must also comply with IACUC policies and regulations and determinations made by the Valparaiso University IACUC.

For the purposes of this policy, program directors with activities that produce data – research, program evaluation, or other – are subject to the same general provisions as researchers.

[ACADEMIC](https://vpaa.rice.edu/)

**Definition of Research Data and Records**

Research data is broadly defined as information recorded or produced in any form or media during the course of research (or the implementation of a program). Research data may be in hard-copy form (including research notes, laboratory notebooks) or in electronic form (including computer software, computer storage, digital images). Research data is not limited to raw experimental results and instrumental outputs, but also encompasses the associated protocols, numbers, graphs, and charts used to collect and reconstruct the data. It also includes materials such as original biological specimens, research animals, environmental samples, and materials and products generated by the research. Any reports, publications, correspondence, and summaries regarding research results are also part of the research records.

**Roles and Responsibilities Regarding Research Data**

The Principal Investigator (PI)/Program Director (PD), who is the primary steward of the research data, and the University, which holds legal title to the research data, share responsibilities regarding research data.

The **PI/PD** is responsible for

* Selecting the appropriate scope and methodology of research data collection, analysis, and management for the project. The PI/PD determines that the selected scope and methodology standards comply with Jaws and regulations, as well as funder and contractual obligations, regarding the conduct of research. In collaborative or multi-PI/PD grants, the PI/PD may share with or delegate this responsibility to one or more of the Co-PIs/Co-PDs or a designated team member.
* Identifying and obtaining software that may be necessary for accessing the data.
* Completing a DMSP appropriate to the research project and updating the DMSP during the project as needed. Some sponsors require that a DMSP be submitted as part of a grant proposal and adhered to during the research project. The DMSP must meet the sponsor's requirements regarding research data retention, dissemination, sharing, and archiving (see attached guidelines).
* Determining the time period for data retention, taking into consideration the sponsor’s requirements as well as the nature of the research data. Normally, research data shall be retained for a minimum period of five years following the conclusion of the research project/the last event using the research data or the sponsor’s guidelines, whichever is longer. This time period may be extended if there are unresolved issues concerning the conduct or outcome of the research, or other matters requiring the continued retention of the research data. The expected deletion date should be noted in the DSMP.
* Taking reasonable measures to ensure the accuracy and authenticity of the research data.
* Assuring that team members use data security measures appropriate for the projects such as password protection. encryption and secure handling of any research data that involve confidential information, human subjects, or intellectual property.
* Educating faculty, students, staff, consultants, subawardees, and others involved with the research about their obligations regarding research data.
* Working collaboratively with University officials to adhere to applicable policies and procedures.

The **University** will provide IT support for data storage, management, sharing, and archiving as resources allow. The University will work collaboratively with the PI to

* Identify the most appropriate approach/mechanism/tool for storage.
* Assure University access and control over the research data.
* Facilitate the sharing of research data by encouraging PI/PDs to share the data on ValpoScholar, Harvard Dataverse (<https://dataverse.harvard.edu/>), Open ICPSR (Inter-University Consortium for Political and Social Research) hosted by the University of Michigan, or the **Odum Institute** for Research in Social Science at UNC Chapel Hill, or a similar platform. Faculty will provide the link to their work which will be posted on the Sponsored Research website. Should this type of data sharing not be available or appropriate, the University will coordinate timely responses to external requests for data sharing using a Data Use Agreement.
* Establish procedures regarding archiving of the data.
* Develop and communicate procedures regarding data storage, management, sharing, and archiving.
* Resolve issues among research team members involving access, sharing, or use of research data not resolved by the PI/PD through a referral to the Department Chair or Dean.