

## Developing a Research Data Policy

### Formal aspects

This document provides a list of essential elements (formal aspects) for a research data policy. This may be useful for defining research data, explain what RDM is, illustrate workflows, describe benefits and inform about funding agency requirements.

Structure	Comments
<b>Header info</b>	<ul style="list-style-type: none"> <li>Document title</li> <li>Institutional logo</li> </ul>
<b>Title of policy</b>	Description of the pursued issue
<b>Subtitle</b>	If necessary: extension of the title
<b>Preamble (Frame)</b>	<ul style="list-style-type: none"> <li>Introductory statement or initial situation</li> <li>Description of intended actions</li> </ul>
<b>Definitions</b>	If needed: <ul style="list-style-type: none"> <li>definitions of research data and further data</li> <li>name of stakeholders</li> <li>addressees</li> <li>etc.</li> </ul>
<b>Aims</b>	Describes the main objectives pursued by this policy
<b>Principles</b>	The fundamental truths or propositions that serve as the foundation for the chain of reasoning of the policy <ul style="list-style-type: none"> <li>These principles will determine the organisation's behaviour.</li> <li>These principles also apply to the behaviour of the individuals participating as part of the institution.</li> </ul>
<b>Scope &amp; Coverage</b>	Defines the coverage of the policy <ul style="list-style-type: none"> <li>Institutional</li> <li>Faculty wide (or other organizational units)</li> <li>Discipline wide</li> <li>Group of people: like research staff, research support staff, IT services, students</li> </ul> Check of scope and coverage of the policy: <ul style="list-style-type: none"> <li>Is the policy including all digital resources?</li> <li>Is the policy including a selection of the non-digital results of research processes?</li> </ul>



<b>Policy text</b>		N.B. consider numbering the paragraphs for easier referencing
<b>Roles &amp; Responsibilities</b>	Within the frame of the policy: Defines and assigns roles and responsibilities for the duration of the entire data life cycle	Defines roles, responsibilities and competencies in order to assign objectives and defines time frames <ul style="list-style-type: none"> <li>• Who is responsible for the setting of the legal frame?</li> <li>• Who is in charge of the quality of the content?</li> <li>• Who is in charge of ensuring the legal correctness?</li> <li>• Who will provide legal advice?</li> <li>• Who is in charge of the quality of the formats?</li> <li>• Who is in charge of maintaining the quality of the formats?</li> <li>• Who will provide technical support?</li> <li>• Who will promote services?</li> <li>• Who will provide training?</li> </ul>
	Definition of stakeholders (if needed):	
	<b>The institution</b>	Defines the institution
	<b>Principal investigators</b>	Definition: Who is this?
	<b>Research assistants (Data collectors)</b>	Definition: Who is this?
<b>Research support staff</b>	<ul style="list-style-type: none"> <li>• Legal advice</li> <li>• IT service</li> <li>• Libraries</li> <li>• Research Support Office (financial, legal)</li> <li>• Quality assurance (technical/ non-technical)</li> </ul>	
<b>Approval of the policy</b>		This can be done on a regular basis, which may be externally defined, or based upon needs. <ul style="list-style-type: none"> <li>• Include key dates</li> <li>• List the changes in each revision</li> </ul>
<b>Periodic review</b>		
<b>Footer info</b>		Page number, version number, status etc.
<b>Annexes</b>		<ul style="list-style-type: none"> <li>• Definition of research data</li> <li>• Excerpts from / links to relevant funder policies or expectations</li> <li>• List of related institutional policies (with links)</li> </ul>

Additional Related Documents: [Five Steps to Developing a Research Data Policy \(DCC\)](#)

