# ARC Centre of Excellence for Coral Reef Studies

# Digital Data Management Policy

## Overview

The goal of this policy is to promote the discovery and dissemination of the digital research outputs of the ARC Centre of Excellence for Coral Reef Studies through their deposit into research data repositories. The policy supports the expectations articulated in *The Australian Code for the Responsible Conduct of Research (2018)* that: the results of publicly funded research activities should be made widely available; and sharing and communication of research methodology, data and findings is done openly, responsibly and accurately.

## Scope

This policy applies to the digital research outputs of all ARC Centre members (Chief Investigators, Research Fellows, postgraduate students, adjunct appointments and research support staff) at the four university nodes (James Cook University [JCU], The University of Western Australia [UWA], The University of Queensland [UQ] and The Australian National University [ANU]). The focus of this policy is on digital research data, but much of the information can also be applied to non-digital data.

## Policy

ARC Centre members must comply with the respective research codes of conduct and data management policies and procedures of their institution e.g. *UQ Research Data Management Policy* and *JCU Research Repository Policy*. This necessitates that research outputs generated by ARC Centre members must be stored and accessible in accordance with University, funding agency (e.g. Australian Research Council), Government and ethics requirements.

### Inclusions

Digital research outputs include digital data sheets, statistical code, NVivo codebooks, spatial data layers, digital databases, sound and video recordings etc.

### Training

ARC Centre members are encouraged to seek assistance in managing their digital data via professional development programs and institutional support provided by the four Centre nodes:

JCU Research Data Management, Best Practice Guidelines and eResearch Centre

UWA Research Data Management Toolkit

UQ Research Data Management,

ANU Research Data Management

The assistance provided at each of the ARC Centre's nodes includes training in the development and use of databases, catalogues and metadata to ensure that digital research data are placed in a durable, indexed and retrievable form.

ARC Centre members are also encouraged to read the following online resources to inform their digital data management practice:

How and why you should manage your research data: a guide for researchers | Jisc (UK)

Research Data Management | Australian Research Council

Guides and Resources | Australian National Data Service (ANDS)

Australian Code for the Responsible Conduct of Research | NHMRC

**Digital data sharing platforms**

*Internal platforms*

ARC Centre members should make available the digital data and metadata generated by their research via the JCU, UQ, ANU and UWA online data repositories:

Research Data JCU or ResearchOnline@JCU

UQ eSpace

ANU Data Commons

UWA Research Repository

The online data repositories of JCU, UQ, ANU and UWA are syndicated with the Australian Research Data Commons, and the associated metadata is made available via Research Data Australia to ensure that data is *Managed, Connected, Discoverable* and *Reusable*.

Data loaded to the JCU, UQ, ANU and UWA online data repositories are provided with a Digital Object Identifier (DOI). A DOI is a unique persistent identifier for a published digital object issued by the DOI Foundation and its registered agencies.

ARC Centre members should include "ARC Centre of Excellence for Coral Reef Studies" as a subject key word when loading data and metadata to the JCU, UQ, ANU or UWA online data repositories. This will enable ARC Centre data to appear in the Centre's Research Data Australia (RDA) interface.

*External platforms*

ARC Centre members regularly share digital data and metadata via external online repositories and databases (e.g. GenBank, eAtlas, Dryad), data journals (e.g. *Scientific Data*) and journal repositories.

ARC Centre members should preference the sharing of their digital data and metadata via the JCU, UQ, ANU and UWA online data repositories to ensure the protection of their intellectual property.

ARC Centre members can use the DOI and/or weblink provided by the JCU, UQ, ANU and UWA online data repositories when required to make available their digital research data by a journal or funding agency.

ARC Centre members are encouraged to contact their institution's data librarian to expose data held in external repositories via the Centre's RDA interface.

**Postgraduate students**

Compulsory training of ARC Centre postgraduate students in data management practice is an integral element of the professional development programs of the four Centre nodes. Students are encouraged to develop data management plans in consultation with their supervisors at the beginning of their graduate degree.

In accordance with the *Australian Code for the Responsible Conduct of Research (2018)*, students and supervisors are responsible for managing student data during their project.

It is a condition of the conferral of postgraduate degrees that all digital data which do not have restrictions due to commercial, confidentiality or other reasons are made publicly available via the JCU, UQ, ANU or UWA online data repositories.


*As the Centre is a collaboration of a number of Australian Universities, please be aware that University Policy will always override Centre policy where there is inconsistency.*