



Research Data Protocol 2022 Campus Fryslân

This protocol and the procedures it includes apply to all staff involved in research and to all PhD researchers in the Faculty. PhD researchers are responsible for complying with these requirements, but it is expected that there is appropriate oversight in their research practice and activities from their supervisors.

For each specific research project, researchers are expected to be familiar with the expectations of research data management in general¹, and to comply with the following requirements:

1. For all research projects, setting up a Research Data Management Plan (RDMP) is compulsory. This requirement is irrespective of the data requirements. In situations where there is no use of data, the RDMP plan is very easily completed, but this must be done to ensure that the Faculty is exercising its oversight.
2. In collecting, organizing, storing and determining the access to data, the following questions have to be answered:
 - a. What data are you going to collect?
 - b. What type of data or what file formats are involved?
 - c. Where and how will you store your data? Which backup methods and procedures do you use?
 - d. How are you going to organise and describe your data?
 - e. Who can access your data, and will the archived data become available to others?
 - f. If there is an embargo, how are you going to manage access?
 - g. Which data will be archived when the project is finished? Where and for how long?
 - h. Who owns the data? Who is responsible for the management of your data?
 - i. Is there a provision for the means necessary to implement this plan?
 - j. Within six months after the start of the research project, the principal investigator (staff member or PhD researcher) shall complete the online form of the RDMP Tool (<https://www.rug.nl/digital-competence-centre/research-data/data-management-planning/rdmp-webtool>) of the University of Groningen. In case of questions about RDM or the RDMP Tool researchers can consult the [Groningen Digital Competence Centre](#) of the University of Groningen before submitting the RDMP.
 - k. Research Data Management shall comply with the General Data Protection Regulations. [UG Information about Data Protection and GDPR](#).
 - l. Should there be a significant change to data or methodology over the course of a project, it is the researcher's obligation to provide an update to the RDMP and to revise what is stored in the RDMP Tool. Researchers will be expected to adhere to the plan (as updated from time to time) and to comply with the expectations described in this document.
 - m. Near completion of the research project, the principal investigator or (PhD) student must store all data in an appropriate digital and, if appropriate, anonymized form in the Campus Fryslân Research Data Repository.
 - n. Faculty Campus Fryslân will establish a Research Data Repository. For new and ongoing projects, a shielded part of the Y drive will be made available.
 - o. Before performing empirical research, researchers shall submit the research proposal to the [Ethics Committee of Campus Fryslân](#).

¹ Research Data Policy 2022 Campus Fryslân, section 3.