**PROJECT DESCRIPTION: Advice on the Management of Data section**

The ARC now require information in the Project Description under the heading “Management of Data”.

In this section you must outline plans for the management of data produced as a result of the proposed research, including but not limited to storage, access and re-use arrangements.

It is **NOT** **SUFFICIENT** to simply state that you will comply with Deakin’s policies, eg. “*In the Faculty of xxxxx, we have a rigorous process for storing our electronic files. I will ensure that my project complies with the Faculty and University requirements in this regard.”*

You are required to consider the ways in which you can “best manage, store, disseminate and re-use data generated through ARC-funded research.”

The following questions are provided to assist you in crafting your response in a manner that is specific to your proposal and the data it will generate:

1. What type of data will I generate during this project?
   1. Remember data can take many forms, it may be statistical data, process documents, resources for external use, film footage, surveys, dance performance, photos or any other form of research output.
2. How will this data be managed during the project?
   1. What processes will you use?
   2. How will the data be captured?
   3. Will the data be saved and backed up on a regular basis?
3. How/where will the data be stored?
   1. A dusty filing cabinet in the basement is not a good answer!
   2. The ARC advise that researchers need not include extensive detail of the physical or technological infrastructure, a brief overview will suffice.
4. How will data be disseminated?
   1. Be specific, you want to show the ARC that you have a strong plan for this.
5. What security procedures will be put in place for sensitive data?
   1. This may not be appropriate for all projects but will be critical for others
6. How will the data be accessed by others?
   1. Answers should focus on plans to make data as openly accessible as possible for the purposes of verification and for the conduct of future research by others.
   2. Where it may not be appropriate for data to be disseminated or re-used, justification may be provided.

It is critical that you read the relevant information available in the [ARC Research Data Management](http://www.arc.gov.au/research-data-management) webpage, which provides more information on what you should or should not include in this section.

For your information, Deakin has implemented two initiatives which directly impact on data management. If appropriate you may wish to include information regarding these in the “Management of Data” section of your Project Description, but you must discuss them in the context of your own research proposal and the data you will generate. Please do NOT just cut and paste the paragraphs below into your section on data management.

1. **Australian National Data Service (ANDS) – funding for infrastructure for data management.**

Deakin has developed a planning tool for researchers to use as a metadata repository called Research Data Footprints. This repository will allow researchers to record the metadata associated with their project, which will then become searchable by other researchers both within and outside Deakin.

NB: Researchers can limit access to data sitting below the metadata if they wish to do so. In short, researchers can use the Deakin Research Data Footprints system to help them record and manage data, and control the accessibility of the data to the wider community.

1. **Deakin Research Data Store**

Deakin has launched its Deakin Research Data Store. The data store will give researchers complete delegated ability to create records incorporating their data.

**FAQs**

1. What is Meta Data?

Think about it as a library catalogue. When you search a library’s records, you look for relevant “metadata” e.g. Subject, Title, Author (anything that **describes** that data, but is not the actual data).

1. But my project won’t produce data? What should I put in this section?

Data collections include any form of data, think broadly about this. Your project WILL be producing outcomes. These can include photos, surveys, a dance performance, statistical information, process documents or any other outcome of research.

1. Where can I get more information?

Deakin’s advice – Manage your research data

http://www.deakin.edu.au/research/support-for-researchers/eresearch

Tools for Managing Research Data:

http://www.deakin.edu.au/library/research/manage-data/tools

ANDS Guides and Other Resources:

http://ands.org.au/guides/index.html