7A-26   RESEARCH DATA MANAGEMENT POLICY

Responsible Executive: Vice President for Research

Approving Official: Vice President for Research

Effective Date: August 15,2024

Revision History: New, July 15, 2016, Amended, August 15, 2024

I.   INTRODUCTION

As a greater number of federal funding agencies implement public access mandates, it has become clear that universities must take an active role in ensuring that researchers make their data and publications based upon the data publicly accessible. Additionally, the University recognizes the importance of systematically preserving and retaining research data. As such, the University has implemented a Research Data Management policy to ensure that principal investigators and researchers understand their responsibilities in maintaining, preserving and making public their research data. This policy establishes broad principles for research data management. These policies are intended to be supplemented by applicable policies established by funding agencies and other relevant University and departmental policies, including the University Public Access Policy For Research Publications (7A-27), which establishes responsibilities and guidelines for making scholarly articles resulting from University research publicly available

II.   POLICY

Definition of Research Data

- Research data are the recorded factual material commonly accepted in the scholarly community as necessary to validate and replicate research findings.

- Research data also include primary records that are necessary for the reconstruction and evaluation of reported results of research and the events and processes leading to those results, regardless of the form of the media on which they may be recorded.

Responsibilities of the University

University ownership and stewardship of the scientific record for projects conducted by university faculty and staff, through the use of university facilities and resources, is based on state law, federal regulation, and sound management principles.

The responsibilities of the University in this regard include, but are not limited to:

1. Complying with the terms of sponsored project agreements.

2. Ensuring the appropriate use of animals, human subjects, recombinant DNA, biological agents, radioactive materials, and the like.

3. Protecting the rights of faculty, students, postdoctoral scholars, and staff, including, but not limited to, their rights to access data from research in which they participated for their programs of study.

4. When appropriate, securing the intellectual property rights of the University.

5. Facilitating the investigation of allegations, such as scientific misconduct or conflict of interest.

6. Providing faculty and staff with resources for research data management and sharing, which may include but is not limited to guidance, training, support, infrastructure, compliance, mechanisms and services for data access, storage and retention.

Responsibilities of the Principal Investigator

- The principal investigator has primary responsibility for the collection, management, and retention of research data for the periods required by this policy; to control access to research data; to select the vehicle for publication or presentation of the data; and to comply with funding agencies' data management plans and policies.

- The principal investigator ultimately is responsible for ensuring public access to data as mandated by funding agencies.

Ownership

- Data are ultimately the property of the University. Though, it is also recognized that University faculty, staff and students may use data in their work that belongs to other institutions or consortium when authorized to do so by written agreement between FSU and the data owner.

- Multiple organizations or individuals may share ownership of research data, for instance, if the research data are generated or acquired through collaborative research.

- While recognizing the University's ownership interests in research data, the University considers data sharing in the best interest of scientific knowledge advancement.

Collection and Retention

- Data is the central focus of the research effort. It involves acquisition, management, sharing, and ownership of the data. Collection of research data involves clear, concise collection of multiple forms of data. Best practices include means to document the research experiment and result as well as who did the work, when, and what the interpretation of the experimental outcome was at that time. Research notes should be documented and organized in media suitable for the discipline, type of data, methodology, and established best practices for capturing and describing the data, that is applicable to the research. Research data in too large of a format to fit in the lab notebook, or in electronic form, including large data sets and files, must be referenced in the written research notes, backed up and kept secure.

- Routine published data should be retained for an appropriate period consistent with standard practices or requirements within a discipline, funding agency, or department, or for a fixed period of time.

- Other types of data, such as those forming the basis of a patent application, may be required to be retained for an indefinite period in support of the application as well as its prosecution and potential challenges to the validity of an issued patent.

- Researchers applying for or funded by federal grants and contracts must develop and comply with applicable data management plans that include, but are not limited to, plans for data capture, management, security, integrity, confidentiality, privacy, retention, sharing, access and publication.

Data Security

- Ultimately, data security is the responsibility of the principal investigator.

- Unpublished data, confidential data, or other secured data must be accessible to authorized users but protected from unauthorized access or use.

- Destruction of data must be done thoroughly and effectively. Paper records should be shredded. Electronic records must be erased in a manner that completely eliminates the file, potentially by multiple pass erasures.

Publication and Access

- In the interest of open scholarship and the University's research mission, the University is committed to ensuring and improving appropriate public access to research data at the appropriate time.

- The Principal Investigator (PI) is the steward of the research data that are under their control. PIs are responsible for managing access to research data under their stewardship. PIs will select the vehicle(s) for publication or presentation of the data, as well as placing research data in publicly-accessible repositories, in accordance with sponsors' applicable data management plans and policies .

- While the PI or lab director has ultimate authority in the initial use of data, consultation within the research group responsible for acquiring the data should occur before use of data in forums such as publications, meeting presentations, grant or patent applications. The PI's authority in the initial use of data is not meant to control the use of previously published results by junior research group colleagues who may require that availability in seeking independence as investigators.

- The PI must comply with all public access requirements that are laid out by the funding agency sponsoring the research.

Access in the Event the Investigator leaves the University

Although the University generally retains ownership of the research data, PIs will be granted access to and may create copies of research data whenever they leave the University , as long as the University, the PI, and any funding agencies have access to the data when necessary and upon reasonable notice. Access to the research data may be subject to a transfer agreement.

III.   LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY

2 CFR §200, OMB Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Fla. Stat. 1004.22.

Acknowledgements: Existing data management policies from other academic institutions, recommendations of professional organizations, and policies and related guidance of federal agencies, were used in the development of this policy.

This policy will be reviewed periodically and updated when necessary.

_____/s/ Stacey Patterson_____
[Proof of approval retained in file]