

Managing Research Data  
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1. Data

1.1. Data Management for Funding Applications

- Your responsibilities for data management and planning
- Bidding proposals
- Addressing funder's data management requirements
- How data management will add to funding for your project
- Further reading

1.2. Data Management Planning

- Research funder's expectations
- A data plan - five questions
- A detailed data management plan
- Further reading

1.3. Choosing Formats

- Formats for checking lists
- File format migration - Potential risks for data corruption on conversion or migration to new media
- Planning for deposit in other repositories
- SPARC
- Further reading
- Saving data in multiple formats to help with preservation

1.4. Intellectual Property Rights (IPR)

- Copyright and legal protection for research data or data collection
- Review of your research data and records
- Trademark/Inventions Act (TMA) and Environmental Information Regulations (EIR) - rights of others to request your work
- Using online metadata in your research
- Further reading and information

1.5. Data Protection

- Requirements of the law
- UK's general guidance on data protection
- Protecting your sensitive or confidential data
- Further reading and information
- Protecting your data from unwanted outside access

1.6. Ethics

- Ensuring your work is legal and ethical
- Obtaining ethics approval
- Further reading
- Obtaining informed consent
- Sharing or publishing your sensitive or confidential research data or findings

2. Objects

2.1. Naming and Organising Files

- Organising files
- Naming files
- Version naming
- Compressed files
- Renaming large files
- Further reading

2.2. Documentation and Metadata

- Including documentation metadata
- Embedding documentation
- Supporting documentation
- Catalogue metadata
- Adding metadata to Microsoft Office documents
- Further reading

2.3. Storage

- Storage options that libraries provide
- Using portable storage media
- Management of portable storage media
- Choosing portable storage media
- Further reading

2.4. Back-up

- Back-up at UWE
- Managing your own back-ups of data
- Choosing appropriate equipment for back-up
- Choosing what to back-up and when
- How often back-up work up?

2.5. Managing Retention

- Retention and digital preservation
- Retention requirements and rules
- Further reading

3. Access and Share

3.1. Access Issues

- Assessing file security
- Using multiple devices for file transfer and access
- Assessing involvement on other university networks
- Options open to UWE Library services

3.2. Sharing Files

- Sharing files with external partners
- By post
- Email
- SharePoint

3.3. Assessing Open Access

- Assessing risks of digital repositories and data sets
- Finding other open data services
- Sharing your data

3.4. Using Open Access

- Using data services
- Data service over time
- Using data knowledge repositories
- Encouraging others to open up data
- Further reading

3.5. Publishing and Archiving Data

- Setting an OER request
- OER requests
- Preparing to provide data for OER requests
- Using the Framework of Information Act to consider your research
- Further reading

4. Control and Preserve

4.1. Long-Term Storage and Preservation

- Why preservation matters to you
- Ensuring your data is readable and understandable in the future
- Preserving your data using open file formats
- Further reading

4.2. Selection - Choosing What to Keep

- Selecting data
- How to decide what to keep and what to delete
- Further reading

4.3. Digital Repositories

- What is a digital repository?
- How to deposit digital files in a repository
- Publishing a paper and depositing it in an open digital repository
- Finding and assessing data in digital repositories
- Further reading

4.4. Open Access and Open Access for Data Research

- Why do you need to share your data research?
- Benefits of sharing your data
- Sharing and making your data available
- Why put your data in a digital repository?
- Questions when data should not be shared
- Sharing data with colleagues and research partners
- Further reading

5. Context

- IT Services
- UWE Research Repository service
- Research and Knowledge Exchange
- Faculty Education for Health and Life Sciences
- Research Help support
- Intellectual Property Rights
- Data protection
- Ethics
- Freedom of Information Requests
- Environmental Information Requests