British Academy DMP Guidance

Introduction

Applicants to many British Academy funding schemes, including co-funded schemes, are required to address data management and/or data sharing by completing either a **Digital Resource/Deposit of Datasets** or (for schemes co-funded by the Royal Society) an **Outline of a Data Management and Data Sharing Plan** section in the application form.

The relevant section of the application must be reviewed by the Research Data Manager, prior to submission. Draft applications including the plan should be provided no later than 5 working days before the application deadline. General guidance on data management planning is available on the [Research Data Management website](#). Contact the Research Data Manager if you require preliminary guidance on completing the plan.

Contact: Research Data Manager: researchdata@reading.ac.uk / 0118 373 6161

Digital Resource/Deposit of Datasets

This section is a requirement of the following British Academy funding schemes:

- Global Professorships
- Mid-Career Fellowships
- Postdoctoral Fellowships
- BA/Leverhulme Senior Research Fellowships
- BA/Leverhulme Small Research Grants
- BA/Cara/Leverhulme Researchers at Risk
- Talent Development Awards
- Visiting Fellowships

The list is not necessarily exhaustive: other funding schemes may have the same requirements.

Application form/scheme notes guidance

Instructions on the application are as follows:

Digital Resource

If the primary product of the research will be a digital resource have you obtained guidance on appropriate standards and methods? (Y/N)

Deposit of Datasets

Please provide details of how and where any electronic or digital data (including datasets) developed during the project will be stored, along with details on the appropriate methods of access.

The scheme notes guidance for this section is as follows:

Digital resources created as a result of research funded by the Academy should be deposited in an appropriately accessible repository. Of course, we do not expect confidential data to be readily available.

If applicable to your project, you will need to provide details of how and where any electronic or digital data (including datasets) developed during the project will be stored, along with details on the appropriate methods of access.

Applicants should ensure that any necessary technical advice is obtained before commencing work that involves the creation of digital resources. Please confirm whether the primary product of the research will be a digital resource, and if so how and where it will be deposited.

Completing the Digital Resource/Deposit of Datasets section

Digital Resource

If you will be producing any digital datasets as part of the research, then you should answer **Yes** to this question.

Deposit of Datasets

There is a 500-word limit for this section.

The key requirement is that '[d]igital resources [including datasets] created as a result of research funded by the Academy should be deposited in an appropriately accessible repository'. If you collect primary data in order to answer your research question, for example, if you conduct some interviews, then when you complete the research and publish your findings, you would be expected to deposit these data in a data repository so that they can be preserved and made accessible to others. This section should be completed as follows:

First, describe your data outputs in terms of data type, content (what are the data about?) and approximate expected quantity where relevant, e.g. number of interviews or records in a database, sample size for a survey. It may be useful to specify the format or formats in which the data will be stored and preserved (bearing in mind, for example, that interviews may be audio-recorded and then transcribed into text format for analysis and preservation).

You can briefly discuss storage of data and digital materials during the project. Data collected/held at the University should be stored using University-managed infrastructure (e.g. your OneDrive account, a Team, or a fileshare on the local network), which will provide data security, replication in separate data centres, automated backup and file

recovery. For the different options available, and information about costs, please read the guidance here.

You should then address the deposit of datasets. Data should be made publicly available on publication of main findings by deposit in a data repository wherever possible. Guidance on choosing a suitable data repository is available here. All University members have the option of using the University of Reading Research Data Archive, which will preserve and enable access to data in the long-term. A good alternative option for data that fall within a broad social science category is the UK Data Service ReShare repository.

Note that if data are collected from participants, they will need to be anonymised for public sharing, and participants will need to be informed of data sharing intentions at recruitment. If participant-collected data are considered to be sensitive or higher-risk and not suitable for public sharing, they can still be archived in some repositories under controlled access procedures. The UK Data Service ReShare can hold anonymised safeguarded data and the University's Research Data Archive can accept restricted datasets, which may include identifiable and confidential information. For more information see our guidance on research ethics and data protection (scroll down to the section on Consent and anonymisation).

A sample statement might read as follows:

Data will be made available on completion of the research and publication of main findings by deposit in the University of Reading Research Data Archive (https://researchdata.reading.ac.uk/). Data will be freely accessible from the Archive under an open licence, and will be assigned a Digital Object Identifier (DOI), so that they can be cited and linked to from project publications.

Outline of a Data Management and Data Sharing Plan

Scheme notes guidance

This section is a requirement of the following schemes co-funded with the British Academy:

- BA/Royal Academy of Engineering/Royal Society/Leverhulme APEX Awards
- Newton International Fellowships

The Royal Society guidance on completing the Outline of a Data Management and Data Sharing Plan applies for these schemes and is provided in full below. This guidance is found in all Royal Society funding scheme notes, e.g. scheme notes for the Research Grants scheme, p. 12-13.

The Royal Society supports science as an open enterprise and is committed to ensuring that data outputs from research supported by the Society are made publicly available in a managed and responsible manner, with as few restrictions as possible. Data outputs should be deposited in an appropriate, recognised, publicly available repository, so that others can verify and build upon the data, which is of public interest. To fully realise the

benefits of publicly available data they should be made intelligently open by fulfilling the requirements of being discoverable, accessible, intelligible, assessable and reusable.

The Royal Society does not dictate a set format for data management and sharing plans. Where they are required, applicants should structure their plan in a manner most appropriate to the proposed research. The information submitted in plans should focus specifically on how the data outputs will be managed and shared, detailing the repositories where data will be deposited. In considering your approach for data management and sharing, applicants should consider the following:

- *What data outputs will be generated by the research that are of value to the public?*
- *Where and when will you make the data available?*
- *How will others be able to access the data?*
- *If the data is of high public interest, how will it be made accessible not only for those in the same or linked field, but also to a wider public audience?*
- *Specify whether any limits will be placed on the data to be shared, for example, for the purposes of safeguarding commercial interests, personal information, safety or security of the data.*
- *How will datasets be preserved to ensure they are of long-term benefit?*

If the proposed research will generate data that is of significant value to the research community, then please provide details of your data management and sharing plan. (200 words max.)

Completing the Outline of Data Management and Data Sharing Plan

There is a 200-word limit for this section, so you need not go into detail. The most important thing is to clearly identify your data outputs and the data repository or repositories you will use to preserve and share them on completion of the research. You should also ensure that you have responded to all of the six bullet points specified in the Royal Society scheme notes quoted above. In the following guidance, these bullet points are referenced by the numbers in brackets.

What data outputs of value will be generated by the research? (1)

Describe your data outputs in terms of data type, content (key variables and characteristics: what are you recording/measuring/etc.?) and approximate expected quantity (no. of measurements, model runs etc., total volume if substantial). It may be useful to specify the format or formats in which the data will be stored.

Where and when data will be made available, how will others access them, and how will data be preserved? (2, 3, 6)

All of these questions can be answered by discussing the data repository or repositories that will be used to preserve and share the data.

Data should be made publicly available on publication of main findings by deposit in a data repository. Guidance on choosing a suitable data repository is available here. All University members have the option of using the University of Reading Research Data

Archive, which will preserve and enable access to data in the long-term. Up to 20 GB of data per project can deposited at no charge. Deposits greater than 20 GB may be subject to a charge and must be agreed in advance. If you intend to deposit more than 20 GB of data in the Archive, contact researchdata@reading.ac.uk to discuss.

A sample statement might read as follows:

Data will be made available on publication of main findings by deposit in the University of Reading Research Data Archive (https://researchdata.reading.ac.uk/). Data will be freely accessible from the Archive under an open licence, and will be assigned a Digital Object Identifier (DOI), so that they can be cited and linked to from project publications. Data deposited in the Archive will be preserved for a minimum of 10 years.

How will data of high public interest be made accessible to a public audience? (4)

You would only need to address this question if the data were of high public interest, e.g. likely to have interest outside your field. It may be useful to indicate the specific categories of users you expect the data to be of interest to, or the specific types of use the data might attract. There may be areas in which your research has or may have impact potential: for example, your research and the underlying data may provide evidence in support of specific areas of policy-making.

Some strategies you may use (as relevant) include:

- The dataset will be documented with a general user in mind, to ensure they are understandable and usable by others outside the field;

- The dataset will be publicised via the project website and other project communication channels aimed at general public users or targeting specific impact stakeholders, as well as being cited from project publications;

- A data paper describing the dataset will be published. (A data paper is a peer reviewed document describing a dataset, published in a peer reviewed journal. Its focus is on describing the dataset as a resource, i.e. explaining the purpose and circumstances of its creation, and allowing other potential users to understand its value and possible uses.)

Will any limits be placed on data to be shared? (5)

Limits on data sharing should be applied only where there is a valid legal, ethical or commercial reason to restrict access to data.

Commercial

If commercial exploitation of results is anticipated, access to data may be restricted for a period pending confirmation of IP protection, but data should be made accessible as soon as possible once findings have been published. For example:

We envisage generating IP with commercial potential. Access to data may be restricted for a period pending confirmation of IP protection, but the data will be made accessible as soon as possible once findings have been published.

Personal/confidential

Data containing personal, sensitive or confidential information should be redacted for public sharing wherever possible. Most data collected from human subjects can be anonymised, and most data containing confidential or sensitive information can be made safe for sharing by being redacted. The UK Data Service provides guidance on anonymisation of both quantitative and qualitative data.

Where data is being collected from participants, you must ensure participants are informed in the recruitment and consent process that anonymised data will be made publicly available. Guidance on preparing for sharing of data collected from participants is provided here.

Sometimes data cannot be made publicly accessible, for example, if it is not possible to anonymise the data (biometric data, for example) or if the risk of causing harm or distress by disclosure is significant. In such a situation, controlled sharing of data, with the consent of the data subjects, may still be possible. Some data repositories, e.g. the UK Data Service ReShare repository and the European Genome-phenome Archive, can manage controlled access to sensitive/confidential data. The University Research Data Archive can offer a restricted datasets option. Contact the Research Data Manager if you wish to discuss this.

Additional considerations

Storage and computing

You should consider any requirements you will have for resources related to the storage and processing of research data, and ensure all eligible costs are included in your budget. In particular you will need to consider:

- how much data you will need to store during the project, where data will be stored, and any associated costs;
- whether any dedicated computing resource is required for computing-intensive proposals, and if so at what specification and cost.

Data collected/held at the University should be stored using University-managed infrastructure, which will provide data security, replication in separate data centres, automated backup and file recovery. For the different options available, and information about costs, please read the guidance here.

If you have computing-intensive requirements, custom specifications of CPU, memory, storage and GPU can be purchased from the University on a pro rata basis. Information is available in the Academic Computing Team website.