Data Management Planning for UA-GRDC projects

All UA-GRDC co-owned research investments generating RD&E data are required to complete a data management plan (DMP) describing how that data will be managed, both within the investment and into the future. Under the GRDC Research Contract, it is the responsibility of the GDRC Partner to complete the DMP. The DMP Template can be found online, along with GRDC RD&E Data Capture and Storage Guidelines for Research Partners.

This data management plan will be one of the first deliverables of your project and should ideally be created during the contract negotiation phase of the investment management cycle and updated throughout the course of the contracted work to reflect any changes. The University of Adelaide data management plan will *also* need to be created and maintained.

Your DMP will require discussions about data collection and management with your collaborators, sub-contractors and GRDC Investment Manager. Having these discussions early will make decisions about data management, use and publication much easier once the project has commenced.

Project datasets

Your GRDC DMP will separately detail each dataset that is expected to be created through activities described in your contract milestones. What constitutes a 'dataset' will be determined by discussion between the project leads and the GRDC Manager for the investment during the initial project agreements.

Data storage

Data generated as part of a GRDC investment must be stored in an *Approved Repository*, which must be agreed upon by the GRDC Investment Manager and research partners. University supported network drives and Figshare are the approved repositories for University of Adelaide led projects and data must be stored on one or both of these.

If you are working with another GRDC Research Partner, you will need to discuss where project data will be stored, and how metadata will be delivered to the GRDC Data Catalogue early in the project, to ensure clarity about meeting approved repository expectations.

All data file locations must be precisely noted in the data management plan.

Project metadata

All datasets from UA-GRDC co-owned research investments must have a metadata record describing the dataset (and an associated DOI) on University of Adelaide Figshare.

These records will be harvested from Figshare into the GRDC Data Catalogue, making them searchable and openly available to the public. See the fact sheet *Upload metadata for UA-GRDC data assets to Figshare* to help ensure your metadata are harvested effectively.

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Open data and access conditions

Decisions regarding whether or not datasets generated by the project are to be made openly available, and any subsequent access conditions that might be placed on those datasets, should be discussed between the project stakeholders and GRDC Manager prior to any data collection taking place. Requiring that the metadata is openly available does not mean that the datasets themselves must be shared openly.

Where datasets are available to be *shared openly*, the data files will need to be uploaded to Figshare and attached directly to their metadata record. These files will be available to view and download via the Figshare metadata page, and metadata will be published in the GRDC Data Catalogue to aid discoverability.

Where datasets *cannot be shared openly* (access is Conditional or Restricted), a metadata-only record will need to be created on Figshare and the restricted access and reasons supporting the restriction must be clearly documented in the metadata.

Open access status and access conditions relating to datasets and the nature and reason for any restrictions/conditions that are applied will need to be clearly recorded in your data management plan.

Doing this also ensures enduring documentation of access rights decisions at the time they are best understood. Data are typically restricted for a good reason, and documenting that ensures that the data are not erroneously shared later.

Licenses

The license you choose to apply to your dataset is a question that needs to be discussed between and agreed upon by all involved parties and the GRDC Manager for the investment, ideally before any data collection takes place. University of Adelaide policy and GRDC Guidelines prefer published data to be licensed as openly as possible, unless there is a specific reason access should be restricted.

Generally, for data that is intended to be open and publicly available, the default CC-BY 4.0 is recommended, however other variations of the Creative Commons licenses may be more suitable depending upon the particular requirements of your project.

 The following attribution statement should be used: "Copyright Grains Research and Development Corporation (GRDC) and [name of co-owner], [YEAR]".

The license must be recorded in your data management plan.

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