Data Management Form

Closing Date: Friday, 10 July 2020

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| **Instructions** |
| * This form should be completed by Western Sydney researchers applying for funding under the University’s Research Partnerships Program. * This form must be accompanied by the application form, a project proposal, a letter of support from each partner organisation, and the completion of an online clearance form. See the Scheme Guidelines for further information. Document templates and forms are available to download via the [website](https://www.westernsydney.edu.au/research/researchers/funding_opportunities/internal_research_grants). * Chief Investigators are responsible for the management of all data for the life of the research project and beyond. Please advise on the following aspects of the project data: |

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| **1. Data to be produced** |
| **1.1. What type of data will be produced, collected, generated or captured during the project?** Enter text below. |
| **1.2. Will the project use existing or third party data as part of the investigation?** Choose an item. |

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| **2. Data documentation/metadata** |
| **2.1. What processes will be established and followed to document and organise data?** Enter text below.  *(i.e. version control, filename conventions, directory structures etc.)* |

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| **3. Data storage and security** |
| **3.1. Where will the data be stored during the project?** Enter text below. |
| **3.2. How often will your data be backed up and by whom? Where will data backups be stored?** Enter text below. |

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| **4. Human ethics (where relevant)** |
| **4.1. If intending to share or re-use any part of the data, do human participant consent forms include information about intentions for sharing and retaining data, and the steps being taken to protect participants’ privacy and confidentiality?** Choose an item. |

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| **5. Accessing, sharing and reusing data** |
| **5.1. Will part/all of the data be retained on completion of the project?** Choose an item. |
| **5.2. Where will data be stored post project?** Enter text below. |
| **5.3 When will the data be shared post project?** Choose an item. |

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| **6. Archiving and preservation of data** |
| **6.1. Who is responsible for maintaining the data after the research project is completed?** Enter text below.  *(e.g. Chief Investigator, data manager, research assistant)* |
| **6.2. Will the final format of the data files be in a sustainable format supporting long-term access?**  *(i.e. based on open source standards, non-proprietary)* Choose an item. |

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| **Project Information** | |
| **First-named Chief Investigator:** |  |
| **Project title:** |  |