

# Research data management for projects

## What's new?

As of April 2018, all projects are responsible for developing a data management plan at the beginning of the project and for ensuring sufficient budget allocation for the implementation of the plan. See the [WorldFish Research Data and Open Access Policy](#) and FAQs here.

## Steps towards compliance

**1. Project proposal stage:** During project proposal development, researchers are expected to have an idea of the type of data that will be collected and where it will be stored. A checklist will be provided to help researchers plan for their data management requirements.

Activities at this stage include:

- Reviewing the donor policy on research data and open access;
- Identifying types of datasets that will be collected during the project;
- Identifying and locating pre-existing datasets that may be used in the project;
- Ensuring that there is sufficient budget allocation for the research data management process, i.e. data collection, cleaning and analysis;
- Developing a data management plan. Some funding agencies require a data management plan to be submitted together with the proposal.

**2. Grant stage:** Once the grant has been awarded, the project leader will provide more details on the research data management approach during the project kick-off meeting.

- Once the project has identified partners, it is recommended that they are briefed on the [WorldFish Research Data and Open Access Policy](#). In some instances, a separate contract on data sharing will be developed;
- Ensure clarity of ownership of the data;
- Submit the data management plan to the Research Data Management team, who will review it for any updates, changes/additions;
- Define the roles and responsibilities of the project team with regard to research data management.

A module on the MEL\* system will also act as an intellectual product tracking system and will be used to check on the progress of deliverables.

**3. Project implementation stage:** Project implementation involves research design, data collection, cleaning, analyzing, documentation and archiving. This will be carried out within the project with support from the Research Data Management team.

A folder structure will be created in the SharePoint document library and permission given to the appropriate project team members(s). The same folder structure will be replicated on the project Dataverse page.

The project leader will need to identify one member of the project staff to be the project data lead. She/he will be expected to:

- Act as the contact person for all project data-related matters;
- Ensure that all project activities and work package leaders are on track with their data collection and data management schedules.
- Upload and keep the Dataverse studies up to date. This includes methods, unpublished reports, data, data entry questionnaires, code books etc.

- Communicate the progress on data archiving with [Saadiyah Ghazali](#).
4. **Project close-out:** At the end of the project, the Research Data Management team and project leader will check to ensure that all deliverables pertaining to data have been and the data has been archived in the institutional data repository, [WorldFish Dataverse](#), for long-term preservation. Data (and any relevant data collection and analysis tools) shall, subject to additional donor requirements, be deposited in Dataverse and made open access no later than 12 months after completion of data collection or appropriate project milestone, or no later than six months after publication of the information products underpinned by that data.

The Research Data Management team will put in place necessary measures and controls to ensure the data is accurate and in formats that enable reusability. This includes anonymization (removal of personal identifiers and sensitive information), inclusion/submission of rich metadata and the application of proper licenses.

Please contact [Saadiyah Ghazali](#), Data Management Specialist, for any clarification on the above.