

University of Pretoria: UP Research Data Management Plan (OLD COPY) - Cover page

Cover page details

Full name

Project Description

UP EMPLID

UP Faculty

Type of project

- Research as part of an academic programme at UP
- Research as part of an academic programme at another higher education institution
- Research for non-academic purposes at UP
- Research for non-academic purposes at another higher education institution
- Commercial research

Your academic programme

Your academic programme and name of other higher education institutions

Your faculty or department

Name of other higher education institution

Name of funder

University of Pretoria: UP Research Data Management Plan (OLD COPY) - Identify Your Research Team

Supervision and Research Roles

Identify your supervisor (Select only one)

- I am doing research as part of an academic programme and my faculty will appoint a supervisor.
- I am not doing my research as part of an academic programme.

Identify the principal investigator (Select only one)

- I am the principal investigator.
- I am not the principal investigator.

The principal investigator is:

Are other researchers working on your project?

- Yes
- No

If yes, list each research team member (Title, initials, surname, EMPLID, cell number, email address, relevant experience, academic qualifications).

University of Pretoria: UP Research Data Management Plan (OLD COPY) - Your Data Management Plan

Research Data Overview

Are you using or generating research data in your research?

- Yes
- No

8.1 Select the source of your research data (Select only one)

- You are collecting or sampling the research data from the source (e.g., directly from participants, animals, or live environments).
- You are reusing existing data that was initially collected or generated for a different purpose.
- You are using a service provider to collect research data on your behalf.

8.1.1 Select which methods you will use to collect or generate your research data (Check all that apply)

- Interviews
- Focus groups
- Surveys
- Questionnaires
- Record/document/statistical analysis
- Computer/instrument generated
- Physical measurements
- Collecting samples
- Clinical trials
- Filming
- Experiments
- Intervention/therapy
- Tracking
- Observation
- Other:

8.1.2 Describe how much data you expect to collect or sample

8.1.3 Describe the previous research project or activity

8.1.4 Do you have permission from the curator of the existing data to reuse the data in your research?

- Yes
- No
- I don't need permission (e.g., it is a public record)

Example Answer:

How to answer: If you are reusing existing research data, you may need to get permission from the curator of the existing data. Here are some examples:

- If the research data is in a research data repository, you may need to apply for permission to reuse the data from a data access committee.
- If the research data is stored on a website or social media platform, the terms of that website may stipulate who owns the data and for what you can and cannot collect and use it.

It is your responsibility to ensure that you have the right to reuse the data in your research.

Guidance:

What to do next: If you answered 'Yes', you must keep a record of your request for permission and the answer you received. If you answered 'No', you must determine whether you need permission from the relevant curator(s) before you can reuse the existing data. You will be asked to upload the record of this permission on the [PeopleSoft Ethics Application and Approval System](#).

8.2 Storage of Research Data During Research

8.2.1 Select how you will store your research data when you collect or sample it (e.g., in the field)

- My research does not involve collecting or sampling research data.
- In hardcopy format (on paper)
- On a phone
- On a tablet
- On a laptop or computer
- On a USB or removable hard drive
- Other:

8.2.2 Select how you will store your research data once you have finished collecting or generating it (i.e., once you have transferred your research data to University systems or storage facilities)

- Your University OneDrive account (recommended).
- The University's GoogleDrive (you can ask the Unit for Academic IT for space). (you can ask the Unit for Academic IT for space) (If you selected this option, please go to question 8.2.2.)

- A storage solution provided by your faculty (provide the name, e.g., Redcap)
- Another cloud service provider (e.g., Dropbox, Amazon Web Services)
- On a laptop or computer
- On a USB or removable hard drive
- In a filing cabinet or drawer
- In a storeroom
- In a laboratory
- Third Party Applications
- Other:

Example Answer:

How to answer: This question relates to the phase of your research where you are still analysing the research data, i.e., while your research is still in progress.

Guidance:

Important: If you are storing your research data with a third party (e.g., a cloud service provider), the University must have a contract with that third party. You should never use a personal account with third party service providers; only use University sanctioned service providers. This means that the University must have an agreement in place with that cloud storage provider and the Unit for Academic IT must have conducted a security risk assessment. Contact the Unit for Academic IT at eresearchstorage@up.ac.za for assistance.

8.2.3 Please indicate the address where your research data will be stored.

8.2.4 Describe how you plan to organise or categorise your research data during your research

Important: If you are storing your research data with a third party (e.g., a cloud service provider), the University must have a contract with that provider. You should never use a personal account with third party service providers; only use University sanctioned service providers. Contact the Unit for Academic IT at eresearchstorage@up.ac.za for assistance.

8.3 Describe any tools or software you will use to process your research data

8.4 Describe how you will back up your research data

8.5 Select how you will control the quality of your research data (Select only one)

- I am reusing someone else's research data
- Calibration
- Repeated measurements
- Standardised data capture
- Data entry validation
- Peer review of data
- Using controlled vocabularies
- Quality is not a concern
- Other:

8.5.1 If you selected "Quality is not a concern", please explain why.

8.5.2 Describe how you will maintain and update your research data

8.6 What metadata standards will you use?

Guidance:

Dublin Core

Define it: What is 'metadata'? Metadata is structured information about the attributes of a dataset that enables the data to be identified, retrieved, and managed over time.

Find out more: Learn about the metadata standards you can adopt on the [University's Library Webpage](#).

8.6.1 If you will not be using any metadata, please explain why.

8.7 Describe the types of metadata and documentation that will accompany your research data to help secondary users understand and reuse it.

8.7.1 If your data will not be available for secondary use, please explain why.

8.8 What security safeguards do you intend to use to keep your research data secure? (Check all that apply)

- I will only allow access to the research data to individuals who must have access to fulfil their role.
- I will keep a record of who has accessed the research data.
- I will not share the research data with anyone before verifying their identity (e.g., by using passwords or other authentication methods).
- I will only share research data with service providers (e.g., cloud storage providers) or software, if I am sure the University has an agreement with them.
- I will only use secure methods of transferring research data (e.g., password protected files, encrypted communication or secure file transfer protocols).
- I will make sure that any computers, mobile devices, and removable media used to process the research data are secure (e.g., ensure software is up to date, devices are encrypted, access restricted, etc.).
- I will secure physical areas where research data is stored through appropriate entry controls and sign-in procedures.
- Other:

Guidance:

Important: It is very important to have appropriate security safeguards in place to protect your research data. When your research data includes personal information, it is legally required to have security safeguards in place! It is also often a requirement in funding agreements. If your research data includes identifiable personal information, implementing security safeguards is strongly recommended. In other instances, implementing security safeguards is a guideline. If you cannot implement any of these safeguards you must document why. For further information on securing research data, see the Research@UP Manual.

8.9 List where the research data will be preserved after your research is complete.

Guidance:

Figshare

8.10 List the time periods for how long your research data must be preserved once your research is complete.

Example Answer:

How to answer: For example, the ASSAf POPIA Code of Conduct requires that all research administration data must be kept for a minimum period of 10 years after the completion of the original research project.

8.11 Will you publish your research data and make it available for reuse? (Select only one)

- All my research data collected and generated during my research will be published and made available for reuse
- Only the metadata will be published and made available for reuse (see 8.11.1)
- None of my research data will be published or made available for reuse.

Guidance:

Important: There may be important legal or ethical reasons why your research data cannot be made available for reuse or has to be embargoed for a certain period. For example:

- Will your research data contain identified or identifiable personal information of research participants or other living individuals or organisations? In other words, your research data is not anonymous. Then you must make sure that you comply with the Protection of Personal Information Act 4 of 2013. See the POPIA self-assessment. If you require further advice, contact the Research Data Management Committee at resdatacom@up.ac.za.
 - Does another institution have any intellectual property rights over the research data? For instance, your funder may own the research data or if you collected the research data from a database that requires a subscription, you are not allowed to publish the data for reuse. If you require further advice in intellectual property rights, contact the Contracts & Innovation Office for assistance at icm@up.ac.za.
 - If your research data contains identifiable personal information of living individuals or organisations, human biological materials, or animal samples, you must also conclude a data sharing agreement or a material transfer agreement before the research data can be shared. Contact the Contracts & Innovation Office for assistance at icm@up.ac.za. You also have to complete the POPIA self-assessment which includes a section on the reuse of identifiable personal information.
- Select only one.

8.11.1 Why will only the metadata be published?

Guidance:

If you will not be publishing your research data, you must seek an exception from the Library by emailing rdm@up.ac.za.

8.11.2 Why will none of your research data be published?

8.11.3 Select where you will publish your research data and make it available for reuse (Select only one)

- The UP Figshare Data Repository
- Other: (please elaborate)

Guidance:

Important: If your research data contains identifiable personal information, human biological materials, or animal samples, you must also conclude a data sharing agreement or a material transfer agreement before the research data is shared. Contact the Contracts & Innovation Office for assistance at icm@up.ac.za.

Find out more: You can learn about publishing your research data in trusted discipline specific repositories or on an institutional research data repository on the [University's Library Webpage](#).

8.11.4 Select when you will publish your research data and make it available for reuse (Select only one)

- Research data will be available as soon as my findings are published.
- Research data will be available once I have completed my research.
- My research data will be available after the embargo is lifted.

8.12 Who will be responsible for implementing your data management plan and monitoring that it is followed? (Select only one)

- Principal investigator
- Database administrator
- Project manager
- Other:

University of Pretoria: UP Research Data Management Plan (OLD COPY) - POPIA Self-Assessment

POPIA and Personal Information Compliance

9. Does your research data contain identifiable personal information of living individuals or existing organisations?

- Yes
- No

Guidance:

Important: If your research data contains identifiable personal information, you are subject to the Protection of Personal Information Act 4 of 2013 (POPIA). Non-compliance can result in serious penalties and reputational damage to you and the University.

Personal information means any information relating to an identifiable living individual (not deceased) or an existing organisation (a company, public body, university, etc.). This includes the personal information of research participants, members of the public, or other individuals or organisations.

If you answered "Yes", confirm that you will complete and upload the required POPIA self-assessment to the [PeopleSoft Ethics Application and Approval System](#).

- I confirm that I will complete the POPIA self-assessment.
- Not applicable.