

# Research Data Planning Checklist

Data management planning is an important part of responsible research. Data that you create, compile or collect during your research is a valuable asset that needs to be cared for over long periods of time.

In accordance with the University's [Research Data Management Policy](#), as well as the [Australian Code for Responsible Conduct of Research \(2018\)](#), researchers are strongly encouraged to plan how they will manage their data through the research project, and retain a copy of this information for their own records.

Funding agencies are also increasing their expectations around data planning and it is becoming common for this information to be supplied as part of the application or awarding of a grant.

To aid researchers, the Library has created this *Research Data Planning Checklist*. The Checklist introduces the key questions researchers should be considering, and the data management services and tools available at Monash. The Checklist can also be used as a template that can be shared with funding bodies and collaborators.

## Before you start

We strongly recommend that researchers familiarise themselves with the following resources, prior to commencing any data management planning process.

- [Australian Code for Responsible Conduct of Research \(2018\)](#)
- [Management of Data and Information in Research](#): A guide supporting the *Australian Code for the Responsible Conduct of Research*
- [Research Data Management at Monash](#) webpage

If relevant:

- [Australian Research Council \(ARC\) and research data management](#)
- [National Health and Medical Research Council \(NHMRC\) Open Access Policy \(see section 4.2\)](#)

## What to do with this Checklist

We encourage researchers to complete as many of the fields as are relevant to their research. Once completed, researchers should retain a copy of the document alongside the research project's data documentation and files, and review it frequently as research progresses.

## If you need information or help to complete the Checklist

### Online resources

The Checklist contains links to all the relevant [data management guidelines](#), as well as other sources of information and advice.

### One-on-one support

The Library's research data management librarians can guide you through completion of the Checklist. Contact the team on [researchdata@monash.edu](mailto:researchdata@monash.edu)

## PROJECT INFORMATION

**Title of research project:**

**Chief investigator(s):**

**Project members:**

**Grant number (if applicable):**

**Ethics approval number (if applicable):**

**Data Custodian name :**

**Data Custodian contact details:**

## PLANNING

### Resources

[Data Planning guide](#)

What type of data is being collected or created? List as much information about the types of data as this will help answer other questions in this checklist

How will the data be collected or created? List the tools, instruments, methods etc. that will be used

Does your funder have a research data management policy?

Yes      No

If yes, list their requirements for the management and sharing of research data:

How will responsibilities be split across partner sites if this is a collaborative research project?

Will data ownership and responsibilities for data management be part of any consortium agreement or contract agreed between partners?

Yes No

## COPYRIGHT AND OWNERSHIP

### Resources

[Copyright and ownership guide](#)

Who owns the copyright, IP and other rights to the data?

Are there any restrictions on the reuse of any third-party data being collected?

Yes No

If yes, provide details:

## ETHICS COMPLIANCE

### Resources

[Ethics and consent guide](#)

[Monash Ethics Statement Policy](#)

[Monash University Research Data Protection and Privacy Collection Statement](#)

[Ethics and Compliance](#) (Monash staff access only)

[De-identification and the Privacy Act](#) - including [De-identification techniques](#)

Will the creation of the research data involve human participants?

Yes No

If yes, are you familiar with the information that must be provided to participants regarding the use / reuse, of their data?

- see the 'Research Data Protection and Privacy Collection Statement' above.

Yes No

Will the research data need to be de-identified/anonymised?

Yes No

If yes, how will this be done and at what stage?

## SECURITY CLASSIFICATION

### Resources

[Security classifications for research data guide](#)

What security classifications apply to your research data? - you may select multiple if relevant

Very Sensitive

Sensitive

Restricted

Public

## STORAGE, ORGANISATION, AND ACCESS

### Resources

[Storage and backup guide](#)

[Documenting and organising data guide](#) (see 'Organising your research data and files')

Where will the data be stored?

Monash Network Storage

Location (e.g. file path):

Research storage provided by Monash eResearch Centre (MeRC)

Google Drive

Google Team Drive

External institution

Other (provide details):

How will the data be backed up?

How will you structure and name your folders and files?

How will you control access to keep the data secure?

How will you ensure that collaborators can access your data securely?

Who will be responsible for setting up and maintaining the storage and organisation of the data (the Data Custodian)?

Name:

Contact details:

## DOCUMENTATION

### Resources

[Documenting and organising data guide](#)

[Disciplinary Metadata guide](#) - Digital Curation Centre

What information is needed for the data to be read and interpreted in the future?

How will you capture and document this information?

What metadata standards will you use?

## SHARING AND PUBLISHING

### Resources

[Publishing research data guide](#)

[Publisher Data Availability Policies Index](#) - to learn more about individual publisher policies

[Bridges](#) - Monash University research data repository

[CloudStor](#) - a useful tool for sharing data privately with collaborators

Who will you share the data with, and under what conditions?

How will you share the data?

Monash network storage (S:\ Drive)

Google Drive

Team Drive

Email

Monash Research Data Storage arranged access

CloudStor File Transfer

CloudStor Group, with Collaborator access

External hard drive or other hardware

Other (provide details):

Which repository or platform will be used to publish the data?

Bridges

Discipline-specific or other repository

Details:

If the data is to be shared publicly, what license should be applied? Are there any reuse restrictions?

Have you gained consent for data publishing?

Yes No

How will you protect the identity of participants if required? e.g. via anonymisation or restricted access.

## RETENTION AND DISPOSAL

### Resources

[Retention and disposal guide](#)

What data must be destroyed for contractual, legal, or regulatory purposes?

What data must be retained for contractual, legal, or regulatory purposes?

How long does the data need to be retained and preserved?

5 years

15 years

Permanent

If permanent retention is required, where will the data be stored or archived?

Who will be responsible for archiving or disposal of the data after the project ends?

Name:

Contact details:

## ONGOING REVIEW

Who is responsible for ensuring this Checklist is regularly reviewed and revised?

Name:

Contact details:

Date of last review:

**Checklist completed by:**

**Contact details:**

**Date:**