



**MRC Human
Genetics
Unit**



**THE UNIVERSITY
of EDINBURGH**

Research Data Management

Policy

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Review	Annual

1. The primary responsibility for data management rests with the Principal Investigator
2. All projects initiating at the Human Genetics Unit should have a data management plan and should make provision for data storage and access according to this plan
3. Principal Investigators ensure they can always access properly indexed original, master (golden copy) data and necessary metadata.
4. All researchers should be aware of University and funder policies on data management and security
5. All new research staff and students should receive suitable training in data management¹
6. All researchers at the MRC Human Genetics Unit should be aware of the available University of Edinburgh and UKRI data management and archiving resources and support available²
7. Research data from all current and past researchers should be kept for a minimum of 10 years after study completion, usually taken as time of publication or in the absence of publication, end of project. Data originating from health and clinical trials need to be retained for a minimum of 20 years, according to MRC good research practice principles and guidelines.
8. All golden copy data should be stored only on a backed up, networked drive, and never solely on a personal laptop computer. The use of portable hard drives to store golden copy data is strongly discouraged. Golden copy data should not be stored on the desktop but immediately properly filed and indexed.
9. Unless fully included in publication, researchers should routinely deposit data and metadata upon publication in appropriate external repositories for long term storage and wide access.
10. We recommend that paper laboratory notebooks are scanned as soon as feasible after completion using the MRC HGU standard procedures. Both scanned lab book pdfs, and pdfs generated from electronic laboratory notebooks should be stored in the protected group leader folders on Datastore (U:\Datastore\IGMM\IGMM_LABNOTEBOOK_SCANS)
11. Whenever data analysis is performed for presentation or publication, the reproducibility of these results must be ensured. Documented snapshots of the datasets used and analysis processes should be included with final dataset which should be published with research via journal guidelines or via . Edinburgh Data Share (<http://datashare.is.ed.ac.uk/>)

12. Researchers should use Dublin Core Standards, where appropriate, to ensure consistent metadata for digital data storage. <http://dublincore.org/>

Data Management Resources (accessible to HGU researchers via website or intranet)

Metadata standards

- **Dublin Core** <http://dublincore.org/>
- RD alliance metadata standards:
<http://rd-alliance.github.io/metadata-directory/standards/http://rd-alliance.github.io/metadata-directory/standards/>

Research Council Resources

- MRC data policies and guidance: <https://www.ukri.org/about-us/mrc/our-policies-and-standards/research/data-management-and-sharing/>
MRC Good Research Principles and Guidelines
<https://www.ukri.org/publications/principles-and-guidelines-for-good-research-practice/>

¹Research Data Management Courses

- **5 week Coursera course developed by Universities of Edinburgh and North Carolina**
<https://www.coursera.org/learn/data-management>
- **MANTRA online self-paced course for junior researchers:**
<http://datalib.edina.ac.uk/mantra/>

²Data management information, training and support:

- University of Edinburgh data management resources
<http://www.ed.ac.uk/information-services/research-support/data-management>
- Digital curation centre <http://www.dcc.ac.uk/>
- Data management plan generation tool (with funder information included – though check with your template) <https://dmponline.dcc.ac.uk/>