

FASS Research Data Management (RDM) Policy

1. Objective

The purpose of the FASS RDM policy is to facilitate University-led investigations in the event of allegations of research misconduct, so as to protect the NUS, FASS and the individual researcher. This document elaborates, for FASS, the operation of the University's RDM policy.

University's RDM policy can be found at Research Compliance & Integrity Office's website at: <http://nus.edu.sg/research/rcio/data-management>.

2. The Operating Principle

In carrying out the RDM policy, FASS follows the operating principle outlined by Stanford¹; namely that FASS “must retain research data in sufficient detail and for an adequate period of time² to enable appropriate responses to questions about accuracy, authenticity, primacy and compliance with laws and regulations governing the conduct of the research (funded as well as non-funded). **It is the responsibility of the Principal Investigator (PI) to determine what needs to be retained under this policy”.**

Published materials that can be found in libraries and material available in the public domain are excluded. The policy also does not cover authored works, including texts, field and archival notes, or memos. Researchers are to deposit survey datasets, transcripts of interviews, focus groups and other primary research material in electronic form with identity references removed. Documents in which individual identity references cannot be removed – photographs, video and audio recordings – should not be kept by NUS because privacy issues may be violated if a third party keeps the documents. Moreover, photographs, video and audio are covered under copyright material and belong exclusively to the researcher.

The following information should be submitted together with the research data (to enable subsequent retrieval):

- (i) Full names of the PIs and all co-PIs
- (ii) Full research project title
- (iii) Start and end dates of the research project

¹ <http://rph.stanford.edu/2-10.html>

² The [NUS Research Data Management Policy](#) directs the FASS to keep the record for 10 years.

3. Retrieval and access to research data

The PI should have access to the research data at all times. If required by funding bodies, or if the PI considers it appropriate, the data may also be made available to the public with acknowledgement of the research conducted at FASS.

All requests for access or retrieval of the research data are subject to the approval of the PI or his/her nominee (e.g. Research Data Manager, or a department level committee overseeing research data management).

4. Applicability

The RDM Policy applies to all researchers in NUS who intend to publish using research data. Researchers include academic staff in NUS employment for more than a year and all graduate and undergraduate students who intend to publish using research data they have collected. The FASS RDM Policy includes data from funded projects as well as self-funded research activities.

5. Compliance with IRB and PDPA

It is the responsibility of the PI to ensure compliance with IRB and PDPA requirements, where applicable, and to provide documentary evidence from both IRB and PDPA to show that these requirements have been met.

6. Exclusion

Where the data is owned by another agency, the researcher should obtain a signed Non Disclosure Agreement from the agency concerned. This document releases the academic staff or student from the obligation to deposit a copy of the research data with the FASS.

7. Responsibility for Storage of Research Data

The Department is to have overall responsibility for the storage of research data for the following reasons:

- (i) Departments have the domain expertise and will be in a better position to provide advice on research data storage.
- (ii) Departments are the “home” of faculty and students. This proximate relationship means that Departments are in a better position to remind them of the need to deposit a copy of their research data.
- (iii) Departments should also ensure safe storage of above-mentioned data/documents (in the department or in a department-approved location such as an off-site rental facility) for a minimum of 10 years following the end-date of the project.

8. Responsibility for Depositing of Research Data

At the end of the data collection project, the researcher³ must deposit a copy of the research data with the home or primary Department. Research data in the storage device (e.g. a CD) should have personal identifiers removed to protect the privacy of the respondents.

9. Investigation of Alleged Research Misconduct

FASS will follow the NUS guidelines on the investigation and consequences of research misconduct:

<https://share.nus.edu.sg/corporate/circulars/research/NUS%20Code%20of%20Research%20Integrity.pdf>

³ The principal investigator in the case of a research team.

10. Procedures to support the policy

(i) The PI must submit documents to show approval from IRB and PDPA.

(ii) Applications for funded projects must budget for storage costs.

(iii) The final report from the PI must include details of storage, with the HoD's approval.

(iv) A random audit of 1 department's compliance with the FASS DMP will be conducted every two years.