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REDm-MED

Associating Research Data Records using RAIDmap

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Innovative Design
& Manufacturing
Research Centre

Engineering Data

ERIM

- ▶ Different types of data each time
- ▶ Mix of common and obscure/proprietary formats
- ▶ Mix of confidential and unrestricted data
- ▶ Very hard to look at a directory of data files and know what it all means
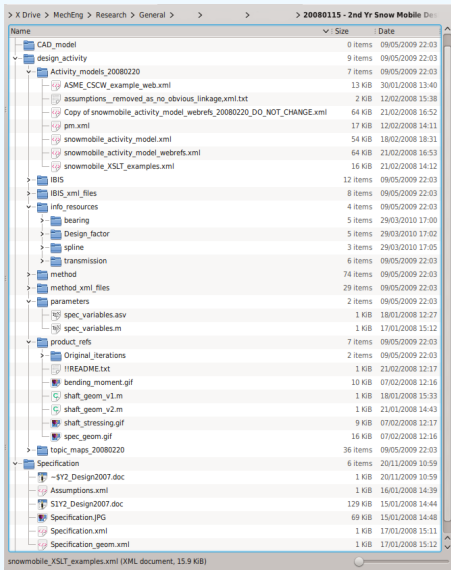
Project Record Manifest template

Project Data Record Manifest Template for IdMRC Projects

The **Project Data Record Manifest** (PDRM) constitutes the principal conduit through which the records relating to a research project may be identified and retrieved. It must be located in a publicly accessible and searchable place. The default location is an anonymous log-in page of the research project wiki.

The Project Data Management Plan and the Project Data Record Manifest should be considered a pair, and should be co-located.

The PDRM should be 'read-only', editing rights being limited to members of the originating research project team and by other nominated individuals such as the data manager. A versioning system must be in force.

Whilst the PDRM will be globally available, there will be some records associated with the research project which are confidential or sensitive. Access to records of this nature must be limited by placing the records in appropriately password-protected locations; this could be BUCS file space or within the research project wiki or other web space. If in doubt, the advice of the data manager (or failing that, the project PI) should be sought.

Summary of Research Activity

Project name

e.g. Long And Technical Textual Evaluation (LATTE)

Period of Project

e.g. October 2009 – March 2011

Lead and partner organizations

e.g. University of Bath (lead), University of Cambridge, University of Leeds

Principal Investigator (name and contact details)

Name:

Contact details:

Data access provisions

Data access refers to the physical means by which access to records is constrained The overarching data access provisions for this research project are recorded in the DMP associated with this PDRM; for details of confidentiality status of individual records see the Project Data Record List below. As a guide, data access should be either consistent with or more restrictive than the confidentiality status.

Receiving repository

e.g. The data from this Research Activity will be deposited according to the IdMRC DMP (see below).

or

The data from this research activity will be deposited in ......

Related documentation

- RCUK Policy and Code of Conduct on the Governance of Good Research Conduct
- The University of Bath Good Practice Guide to Research
- Engineering Research Data Management Plan Specification
- IdMRC Projects Data Management Plan.

Project Management Documentation

Note that some of these records may need to be placed in a password-protected area.

- *Project Data Record Manifest: [wiki link]*
- *Project Proposal: [wiki link]*
- *Project Plan: [wiki link]*
- *Confidentiality agreement with [name]: [wiki link: note if this agreement is itself confidential it should be placed in an appropriately protected location]*
- *Participant consent forms: [wiki link], [physical location/contact name/contact details]*
- *Ethics form(s): [wiki link], [physical location/contact name/contact details]*
- *IPR Statement: [wiki link] [physical location/contact name/contact details]*
- *UK Data Archive deposit requirements: [wiki link]*

Project Data Management Documentation

- *Project Data Management Plan [wiki link] (this will be a reciprocal association, since the PDMP will identify the Project Data Record Manifest.*
- *RAID record(s) [wiki link] or*
- *Other data record associative documents [wiki link]*

Project Data Record List

Every project data record should be listed in the table below in the form: Title, file name, record type, location, owner and contact details, confidentiality status.

Record Type (for both electronic and physical records)

Every data record will be one of the following: research data record, context data record, associative data record, research object data record, experimental apparatus data record.

Location

If all the files are archived in a single, central location, the location need be identified for the set of records (the Data Case) only. For electronic records a hyperlink or filepath to the location is recorded. For physical records the location should be described.

Owner

The 'owner' is the person currently responsible for the management of the record, and who is in a position to consider matters such as shareability and security. Ownership does not imply any rights to use or disposal. During the period that the research project is under way it is likely that the owner will be a research officer or an individual in a supervisory role. At project end the ownership should be transferred to an appropriate individual, such as the project PI or the data manager responsible. In many cases it will be appropriate for a research officer to retain ownership.

Confidentiality Status

Confidentiality status indicates what classes of people and what automated information-gathering systems may have sight of the data record; it does not provide information about how such records are protected. It is likely that the confidentiality status will change during the life-cycle of the data record, in which case the status must be updated. Access is either free or limited. If access is free, then the term 'public domain' should be used. If the access is limited, then the entities who are permitted to see this data should be identified either by naming groups or individuals.

Record Title	File Name	Owner	Contact Details	Data Record Type	Confidentiality Status
Example:					
IdMRC Research Project Data Record Manifest	erim6man11021 7mj	Mansur Darlington	ensmd@bath.ac.uk	associative data record	public domain

History of this PDRM
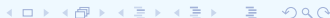
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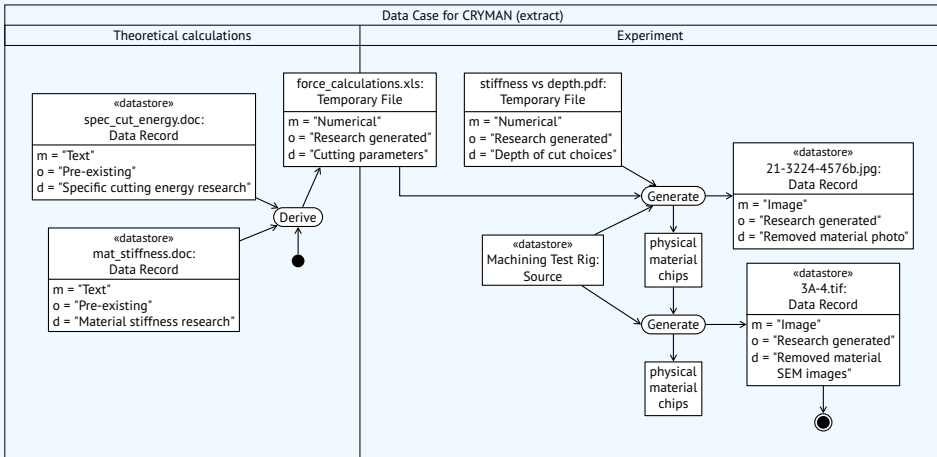
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Record Title	File Name	Owner	Contact Details	Data Record Type	Confidentiality Status
Example:					
IdMRC Research Project Data Record Manifest	*erim6man110217mjd*	*Mansur Darlington*	*ensmd@bath.ac.uk*	*associative data record*	*public domain*

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Example RAID diagram

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Thank you for your attention

REDm-MED Website:
> http://www.ukoln.ac.uk/projects/redm-med/

REDm-MED Blog: http://blogs.bath.ac.uk/redm-med/