

All ARC grant and fellowship awardees are required by the ARC to prepare a Data Management Plan before the commencement of the project.

The Data Management Plan should be provided to the UQ Research Office as a Word or PDF document of no more than half a page.

ARC Grant Agreements (2019 edition onwards) include reference to research data management as follows:

- The Data Management Plan should be consistent with relevant requirements contained in the *Australian Code for the Responsible Conduct of Research (2018)* (the Code), and accompanying Management of Data and Information in Research Guide. The Data Management Plan should be compatible with disciplinary standards and describe how participants will manage the long-term preservation of data arising from the ARC funded projects, including but not limited to, storage, access and reuse arrangements where possible.
- All research projects funded [by ARC] must comply with the *ARC Open Access Policy* on the dissemination of research findings, which is on the [ARC website](#).
- Participants and institutions have an obligation to collect and maintain research data in accordance with the *Australian Code for the Responsible Conduct of Research (2018)*. ARC strongly encourages the depositing of data arising from a project in an appropriate publicly accessible discipline and/or institutional repository.

To assist in preparing your ARC Data Management Plan, the following guidance and services are provided regarding research data management at UQ.

- UQ has a [Research Data Management Policy \(PPL 4.20.06\)](#), which sets out the requirements for UQ researchers to ensure their research data is managed under legal, statutory, and ethical requirements and in accordance with the [Australian Code for the Responsible Conduct of Research \(2018\)](#). UQ researchers need to be familiar with this Policy, and with the provisions of The Code.
- The [UQ Research Data Manager](#) (UQ RDM) system provides the University research community with a collaborative, safe and secure large-scale storage facility to practice good stewardship of research data. UQ RDM is an integrated data management system covering the entire research data lifecycle including seamless provisioning of easily accessible, secure and sharable data storage in real-time from one location. It facilitates collaboration across the whole of UQ, with other research institutions and industry partners. UQ RDM will also enable publication records to be linked to datasets and provide a mechanism for the storage and retrieval of archived data. Researchers can also complete a Data Management Plan for their project and export it as a PDF. More information is available on the UQ RDM [Library Guide](#).
- In addition, UQ Library provides [resources](#) to assist in developing research data management plans, be it for ARC or other research funding proposals. This includes the [Data Management Plan checklist](#).
- [UQ Staff Development](#) coordinates the course 'Research Data Management Best Practice with UQRDM'. This course provides guidance on good stewardship of research data in accordance with the Code, which involves: planning how data will be created, stored, used and protected from loss, damage or theft – describing data so it can potentially be re-used by others – documenting compliance with the relevant policies, legislation and funding body requirements.
- UQ Library also offers regular training on Managing and Sharing Sensitive Data and Publishing Data in UQ eSpace. Details about these classes are available via the UQ Library [Training Calendar](#).

For further assistance, or if you need to discuss research data management requirements for ARC grants, please do not hesitate to contact your Librarian at <https://web.library.uq.edu.au/library-services/liaison-librarians>.

Sample Data Management Plan

(suggestion only – you may vary the format and content to suit your project)

PROJECT DETAILS: *(including, at minimum, the following:)*

Funding Scheme: *(e.g., ARC Future Fellowships)*

Grantor ID: *(e.g., FT21001234)*

Fellow: *(e.g., Dr Jo Bloggs)*

Project Title: *(e.g., A novel method for predicting bushfire prevalence and severity)*

PROJECT DESCRIPTION: *(a brief 2-3 sentence description of your project)*

DATA TYPES: *(a list of the various physical and electronic data types that will be generated)*

DATA STORAGE DURING PROJECT:

(a brief description of how each data type will be stored during the project)

DATA STORAGE, ACCESS, AND REUSE AFTER PROJECT IS COMPLETED:

(a brief description of how project data will be stored at the conclusion of the project, and how it will be accessed and used)

When completing the above sections, please be sure to include considerations of the following:

- *Ethical considerations relating to data storage and use, privacy and confidentiality, etc.*
- *Requirements of the funding provider (e.g., ARC Open Access policy)*
- *Potential reuse of the data by yourself or others in the future*

Submit your plan to UQ Research Office

Please send your completed Data Management Plans to:

The relevant Faculty/Institute Awards Team ([UQ Research Office contacts page](#)) for

- Centres of Excellence
- DECRA, Future and Laureate Fellowships
- Discovery and Discovery Indigenous Projects

The Linkage Awards team (linkageawards@research.uq.edu.au) for:

- Linkage Projects
- Industrial Transformation Research Program
- ARC Industry Fellowships
- Strategic Research Initiatives
- Linkage Infrastructure, Equipment and Facilities