

GROUP 1. RDM policy, strategy development, governance and sustainability

The first column lists RDM support capabilities alongside the relevant expectations in the EPSRC data policy framework (I to XV). Please rate each row/capability by circling the statement you believe best represents your institution’s current state of provision. At the workshop we’ll compare notes, and share details of where our recent survey respondents say they are.

	1. Envisioning & Initiating	2. Discovering	3. Designing & piloting	4. Rolling out	5. Embedding
<p>RDM Policy & Strategy Development: (I)</p> <p>Institutional policy and strategy; compliance with funder policies, principles and regulatory environment</p>	<p>Senior managers have recognised a need for institutional RDM policy or strategy, and colleagues are advocating a way forward.</p>	<p>Senior managers have endorsed investigation of RDM policy needs; stakeholders are being consulted on the policy scope in light of research strategy and policy or regulatory frameworks.</p>	<p>RDM policy has been drafted, and researchers and relevant support staff are being consulted further on implications and implementation.</p>	<p>A revised draft policy/strategy has been circulated, articulating data policy principles, what the institution expects of researchers and its commitment to ensure compliance with wider policy & regulatory requirements.</p>	<p>The institution has ratified policy/strategy, and can demonstrate researchers’ awareness of the regulatory environment, data policy principles and expectations, and of appropriate use of exemptions that may justify withholding research data.</p>
<p>Governance of data access & reuse: (VI)</p> <p>Guidelines and operating procedures for managing data protection, data access, copyright and IPR ; and depositing in external or institutional repositories</p>	<p>Senior managers have recognised a need to improve guidelines and operating procedures for managing data protection, policies on data access, copyright and IPR, and depositing in external or institutional repositories</p>	<p>Requirements are being investigated to relate RDM to existing compliance requirements for secure research data access, handling sensitive data and IPR/ copyright.</p>	<p>The institution is piloting improved guidelines and operating procedures for managing data protection, policies on data access, copyright and IPR , and depositing in external or institutional repositories</p>	<p>The institution has published improve guidelines and operating procedures for managing data protection, policies on data access, copyright and IPR , and depositing in external or institutional repositories</p>	<p>There is an embedded culture of support at institutional level to ensure that sensitive data, access requests, and IPR are correctly handled at all stages of research lifecycles. Procedures and guidelines are continually reviewed to follow changes in legislation and best practice.</p>
<p>Business planning & sustainability: (IX)</p> <p>Advocacy for service development; cost modelling and support for grant costing</p>	<p>Senior managers have recognised a need to improve systems for costing and funding data management support and infrastructure.</p>	<p>Requirements are being investigated to identify and manage research data management costs; and support researchers to identify planned costs in research funding bids.</p>	<p>The institution is investigating costs and benefits of providing support services by piloting these. Support to researchers is being tested to help cost relevant activities.</p>	<p>Business models for providing services have been identified and resourcing is in place. Support is available to recover direct or indirect RDM costs through research bids/ other funding sources.</p>	<p>Data management is adequately resourced and embedded in business planning to ensure continued support for curation; costs are transparent, controlled and recovered through direct or indirect support.</p>

GROUP 2. Data management support and staff development

	1. Envisioning & Initiating	2. Discovering	3. Designing & piloting	4. Rolling out	5. Embedding
<p>Data Management & Sharing Plans: (II*) Advice to researchers or groups on preparing Data Management Plans or Data Access Statements (* & policy principle #5)</p>	Senior managers have recognised a need to support for researchers on data management plans and data sharing statements.	Support services are identifying how to support researchers in planning data management and sharing, and to describe access to the data underlying their published outputs.	Support for planning data management and sharing is being piloted; protocols for researchers to state how data underlying publications can be accessed are being tested.	Support services are delivering support for researchers to plan data management and sharing, and for ensuring research publications state how data may be accessed.	The institution continually reviews available support for researchers to plan data management to meet funders' requirements, and to ensure data access statements are provided in research publications.
<p>Managing change & RDM service design: (III, VIII) Identifying data assets and risks, scoping researchers' requirements, project management</p>	Senior managers have recognised a need to identify research data assets, the risks to these, and researchers needs for support to select and manage data assets.	Support services are identifying research data assets, the risks to these, and researchers needs for support to select and manage data assets.	Support services are piloting liaison with research groups to ensure awareness of data assets, risks are managed, and requirements for support are being met.	Support services are rolling out liaison processes to ensure data assets, risks, and opportunities are identified and addressed to required levels.	The institution can identify its publicly funded research data holdings; risks are managed and policies and services monitor the need for change in provision.
<p>RDM skills training and consultancy: (I, III, VIII) Building the capabilities for data mgmt among research students, researchers, academic staff and professional services</p>	Senior managers have recognised a need to improve data management and curation skills, and that staff are properly equipped to develop the skills research students, researchers, academic staff and professional services	Support services are investigating the training & development needs of Phd students, researchers, and staff, and its support services' capacity to develop these.	Support services are piloting PhD student, staff and researcher training & development, and testing services to consult with researchers on data management & curation	Training & development needs of PhD students, staff and researchers are addressed, and consultancy for researchers on data management & curation is being delivered.	The institution has developed skills across relevant services, and capabilities are embedded in doctoral training and staff development, to provide secure and quality assured data mgmt & curation

GROUP 3. Research data storage, preservation and sharing

	1. Envisioning & Initiating	2. Discovering	3. Designing & piloting	4. Rolling out	5. Embedding
<p>Access & Storage Management: (IV)</p> <p>Technical support to provide the levels of storage & access to digital and non-digital research data required for active research projects</p>	<p>Senior managers have recognised a need to improve infrastructure capabilities to support required levels of storage & access to digital and non-digital research data in active use</p>	<p>Support services are investigating researchers' needs for storage & access infrastructure for digital and non-digital research data in active use</p>	<p>Support services are piloting services for improved infrastructure capabilities to support required levels of storage & access to digital and non-digital research data in active use</p>	<p>Support services are delivering the infrastructure capabilities to support required levels of storage & access to digital and non-digital research data in active use</p>	<p>The institution has effective services and infrastructure capabilities to support changing requirements for storage & access to digital and non-digital research data in active use</p>
<p>Data cataloguing & publishing: (V)</p> <p>Technical support to create and record metadata, publish selected datasets, and identify them to support citation over the long-term</p>	<p>Senior managers have recognised a need to create and record metadata about research datasets, with identifiers that may be cited over the long-term</p>	<p>Support services are investigating needs for technical support to link data assets to related information, create and record metadata about them with identifiers that may be cited over the long-term</p>	<p>Support services are piloting technical support to link data assets to related information, create and record metadata about them with identifiers that may be cited over the long-term</p>	<p>Support services are delivering support to link data assets to related information, create and record metadata about them with identifiers that may be cited over the long-term</p>	<p>The institution has effective technical support for linking data assets to related information, and to create and record metadata about them with identifiers that may be cited over the long-term</p>
<p>Digital preservation & continuity : (VII)</p> <p>Systems & services for managing research data for long-term data integrity and access, to required security levels</p>	<p>Senior managers have recognised a need to manage research data for long-term (10 year+) data integrity and access to required security levels to be within the remit of institutional services.</p>	<p>Support services are investigating requirements to manage research data for long-term (10 year+) data integrity and access to required security levels.</p>	<p>Support services are piloting services for managing research data for long-term (10 year+) data integrity and access to required security levels.</p>	<p>Support services are delivering services for managing research data for long-term (10 year+) data integrity and access to required security levels.</p>	<p>Systems and services are established for managing research data for long-term (10 year+) data integrity and access to required security levels and are continually reviewed to ensure compliance with requirements.</p>