

# Research Data

retention of Research Data and Research Materials for research and replicability of

research findings. As recipients of sponsored awards and stewards of public trust, UNE, its researchers, and other UNE personnel have responsibilities and rights concerning access, use, and maintenance of Research Data. Ultimately, any Research Data and Research Materials generated by UNE researchers using University resources are owned by and therefore the responsibility of the University.

## 2.0 Definitions

For the purpose of this policy, the terms below have the following definitions:

### Data User:

Under this Policy, a Data User is any PI or other researcher or personnel who creates, accesses, maintains, or stores Research Data and/or Research Materials at UNE.

### Research Data:

The recorded factual information associated with the research, including, but not limited to, all records necessary for the reconstruction and evaluation of the results of research, regardless of the form or medium on which the material is recorded (such as lab notebooks, photos, digital images, data files, data processing or computer programs [software], statistical records, etc.).

### Research Materials:

Tangible items that are the product of research or that are used to conduct research. Examples of Research Materials include reagents, cell lines, plasmids, vectors, chemical compounds, and some kinds of devices and software.







- Supporting University systems to ensure UNE researchers are able to maintain Research Data and Research Materials secure electronic and physical environments. Recipients must follow established practices for securing electronic data in the document outlining the university's data security guidelines  
<https://une1.sharepoint.com/sites/its/Shared%20Documents/UNEDataSecurityGuidelines.pdf> This includes how and where to store different data types so they can stay safe and protected.

#### 4.4 Data Security

Ensuring appropriate protection of Research Data and Research Materials is a fundamental responsibility of all members of the UNE research community and others who may have access to Research Data and Research Materials. In some instances, the obligation to protect access to Research Data is rooted in a commitment to

Note: ITS is available to assist researchers with classification and can be contacted at [CISdatasecurity@une.edu](mailto:CISdatasecurity@une.edu)

#### 4.4.2 University of New England

University of New England has the following responsibilities for data security:

- Establishing and maintaining an audit and assurance framework for identifying and managing risk associated with the collection, storage, and destruction of Research D 15. (g)-7.4 1 g 7(r2.6 470.88 15.48 re f\* BT 0.263 g /TT1

access to data deposited in external or national repositories. These deposits in  
DUNE: Digital UNE endeavor to align with FAIR Principles (Findable, Accessible,  
Interoperable, Reusable) for making data machine actionable. While personal or lab  
websites, ELNs, wikis, and similar tools may be sufficient for the short term, UNE

#### 4.5.3 University of New England

University of New England has the following responsibilities with respect to data sharing:



- Research Data for any project to which a student has substantively contributed, and which are necessary for the student to fulfill a degree requirement, must be retained until the student's degree is awarded (or the student otherwise leaves the University) and any resulting dissertation/thesis/academic papers are published.
- When research is funded by an award to or contract with UNE that includes specific provision(s) regarding ownership, retention of, and access to technical data, which provisions exceed or conflict with the terms of this Policy, the provision(s) of that agreement will supersede this Policy.
- Research Data from animal and human subject research studies must be maintained consistent with the approved protocol. In the case of a Food and Drug Administration (FDA) Clinical Investigation, researchers must comply with the FDA's Investigator Recordkeeping and Retention Requirements if the research involves Protected Health Information (PHI), then must retain the permission (i.e., the consent form or authorization) to use the PHI for six (6) years beyond the expiration date of the authorization (completion of the research).
- If other regulations, federal oversight, or journal guidelines require longer retention, all applicable sources must be reviewed, and the Research Data must be kept for the longest period applicable.
- If a DUA or other agreement governing Source Data acquired by the University from an outside party specifies retention or destruction requirements, those Source Data must be retained and/or destroyed in accordance with the terms of the governing agreement. UNE investigators'

identified research data). For retention purposes, any data that must continue to remain on UNE infrastructure should be kept in UNE's secure data center on its encrypted SAN or in UNE's secure Collaborative space BOX.

#### 4.7 Disclaimer

This Policy should be reviewed and approved by the Board of Trustees (Swarthmore College) and the Board of Trustees (Swarthmore College).

- [University of New England Acceptable Use Policy](#)
- [University of New England Data Risk Classifications](#)
- [University of New England IP policy](#)
- [University of New England Records Retention Policy](#)
- [DUNE: DigitalUNE - UNE's Digital Repository](#)