The Babraham Institute

BI-RES-008 Research Data Management Policy

Document reference	
Policy number:	BI-RES-008
Policy Owner:	Martin Turner, Head of ISPG
Date:	06 October 2021
Version:	1.0
Status:	Active
EIA number:	BI-RES-008-EIA
Review period:	3 years
Last reviewed:	28 August 2024	Next review:	31 August 2027

Version control			
Date	Version	Status	Summary of Changes
06 October 2021	1.0	Active	Updated in 2021 Policy Review

Document approval			
Define the approval authorities for the document			
Document version	Document approved by	Position	Date
1.0	Babraham Executive Committee	N/A	06 October 2021

Distribution	
Date of issue	Version
06/10/21	1.0

Associated policies, procedures and guidance
This policy should be read in conjunction with:
BI-RES-005 Research Integrity Policy BI-IM-002 Data Protection Policy BI-KEC-001 Intellectual Property Policy BI-RES-007 Human Research Policy

operate across all Institute activities, both at an individual level and together as the Babraham Institute. The expectation of the Institute is that each staff member looks to represent and reflect the Institute Values within their own contributions and function, and to support and not hinder the expression of these Values in the work of others.

2.3.   Good research data management enables the Institute and its researchers to meet the standards and responsibilities set out in the Institute's Research Integrity Policy (BI-RES-005) and to meet funder, ethical, legal and other responsibilities. It also ensures that research data is accurate, complete, authentic and reliable, stored securely, preserved where necessary and accessible as required.

2.4.   For the avoidance of doubt, this policy does not form part of any Employee's terms and conditions of employment and may be amended by the Babraham Institute at any time.

3.   Purpose

3.1.   The purpose of this policy is to

Ensure that researchers manage their data effectively, enabling them to:

Demonstrate the integrity of their research.
Preserve eligible data for reuse within and outside the Institute (as appropriate).
Comply with ethical, legal, funder and other requirements in relation to data and data management.

To ensure that all Institute Strategic Programmes (ISPs) and Science Facilities understand their responsibilities in relation to the governance of research data management in their groups.

To ensure that the Institute's responsibilities for research data management are clearly articulated.

4.   Scope

4.1.   This policy applies to all members of the Institute engaged in research including:

Institute employees on Institute or Babraham Institute Enterprise Ltd (BIE) terms and conditions
Institute employees on BBSRC or other terms and conditions
Research Fellows on Institute terms and conditions
Research Fellows (honorary)
Honorary Members of Faculty
Babraham Institute registered PhD students
Visiting students and visiting scientists (any relevant documents must be passed to the host before leaving the Institute)

4.2.   This policy applies to all research irrespective of funding.

4.3.   This policy is compliant with the Institute's UKRI-BBSRC Terms and Condition of Grant as well as all other current funders.