FNU RESEARCH DATA MANAGEMENT POLICY & PROCEDURE FOR STAFF, ADJUNCTS, HDR CANDIDATES AND VISITORS

Approving Authority: FNU Senate
Prepared by: OPVCR
Date Approved: 11 December 2019
Date Revised: 2 March 2021
Next Review: 3 years time or on need basis
Version Number: 2

Contents

FNU Research Data Management Policy & Procedures for Staff, Adjuncts, HDR Candidates And Visitors| Office of the Pro Vice Chancellor Research | Fiji National University

Page 2 of 8

1.0 Purpose

Fiji National University is committed to managing research data efficiently. The organisation and management of research data eventually start from the beginning to the conclusion of the research. Data Management is part of the research process that concerns data creation, organization, retention, archival of valuable results, published and recorded in the research repository and disseminated to the wider public where consented, and disposal of data that has lapsed the retention period and are no longer required. The ultimate purpose is to commit all FNU staff, students, adjuncts, and visitors to comply with FNU Data Management Policy

2.0 Scope

This policy applies to staff, adjuncts, students (including HDR candidates), visitors, and affiliates engaged in any research activity in any college/ school/ department and units at Fiji National University.

3.0 Policy Statement

Prudent management of research data enables a university to benchmark its research activities and record the research outputs. FNU is committed to enhancing research activities and, at the same time, manage research data accurately and precisely. Research data is valuable for the duration of research and post-research activities representing the evidence that underpins research quality, conduct, ethics, and value to the wider public. Also, the management of research data is essential in justifying research findings, its use in replicating research, used in defense of the research findings, publications, and maintaining evidence of scholarly records.

The data management policy is critical to ensure that research data remains available and is reused over time to manage any conflicts that may arise, equally applicable to the university staff, students, affiliates, and the wider public.

4.0 Definitions

In this Policy, unless otherwise indicated:

ADR	Associate Dean Research
OPVCR	means the Office of the Pro Vice Chancellor Research.
Researcher	means any person undertaking research or involved in collecting, generating, or creating research data, for or on behalf of the University which shall include but not be limited to employees, workers, visiting researchers, supervisors, adjuncts, postgraduate research students, Higher Degrees by Research candidates, and the principal investigators.
Research Data	means information in digital, computer-readable, or paper-based format that: i. is contained or presented in various ways including notes, facts, figures, tables, images (still and moving), audio or visual recordings. ii. which is collected, generated or obtained during the course of, or as a result of undertaking research (which includes but is not

FNU Research Data Management Policy & Procedures for Staff, Adjuncts, HDR Candidates And Visitors| Office of the Pro Vice Chancellor Research | Fiji National University

Page 3 of 8

limited to conducting field or laboratory experiments, conducting trials, surveys, interviews, focus groups or analysis of data).

iii. which is subsequently used by the researcher as a basis for making calculations or drawing conclusions to develop, support, or revise theories, practices, and findings.

Research Data Management
Means the organisation of data from the start of a research project to dissemination and archival of research results. It is part of the research process and concerns data creation, organization, retention, and disposal processes.

Repository
means the OPVCR research repository.

5.0 Principles of Application

The FNU Data Management Policy is guided by all FNU Research Policies.

The following data management principles shall apply:
a. All staff, students, and affiliates of the FNU shall manage and protect research data emerging from any research activity.
b. Research data shall be used for legitimate academic, research, and administrative pursuits.
c. It is everyone's responsibility to follow best practices in data management to minimize data risk (loss storage, security, misuse, abuse, privacy, and copyrights) and employ best practices for data use, reuse, reporting, dissemination, and access.
d. All researchers (staff, students, and affiliates) shall report on all published materials (journal articles, books, book chapters, peer-reviewed scholarly articles/ journals, conference proceedings, and documents) in the form of institutional data to the Office of the Pro Vice Chancellor Research via their ADRs for recording in the data repository, reporting, assessing ranking, awards, benchmarking and university collaborations.

6.0 Research Data Management Awareness

a. College Deans, ADRs, research supervisors, and researchers shall take all reasonable steps in meeting the research obligations and report all research outputs to the Manager Research Data and Analytics at the OPVCR via their ADRs in a timely manner.
b. All researchers shall comply with the FNU Data Management Policy & Procedure and understand compliance obligations for Data Management.
c. All professional and support staff handling research data shall understand and comply with the Research Data Management Policy & Procedure.
d. All HDR candidates shall comply with the HDR Policy and Procedure and relevant research policies, including Research Data Management policy while being involved with the data collection and utilisation process. HDR candidate supervisors shall take all reasonable steps to inform the HDR candidates of their obligations under this policy.

FNU Research Data Management Policy & Procedures for Staff, Adjuncts, HDR Candidates And Visitors| Office of the Pro Vice Chancellor Research | Fiji National University

Page 4 of 8

7.0 Reporting Research Outputs

To manage research data effectively, all researchers are required to submit to the OPVCR any research data (published or unpublished) emanating from their research projects either solely or jointly for recording and reporting purposes. This data will be stored in the OPVCR repository. All researchers must forward any research published or presented at conferences to report research activities, and processing research incentives (where applicable).

8.0 Research Data Planning

Before commencing a research project, all researchers are required to plan how the research data will be managed. The following should be taken into consideration and documented:
  a. The data retention, archiving of data, and its timeframe.
  b. Compilation of metadata for future usage upon completion of the research project.
  c. The means of data disposal or destruction at the end of the data retention period.
  d. Methods of data storage, security issues, and controlled access to data.
  e. Issues of ownership, copyright, intellectual property right and commercialisation of research outputs.
  f. Reporting of all published and unpublished research and research data to OPVCR.

In addition, HDR Candidates should specifically comply with the following on the commencement of candidature:
  a. How research data will be managed.
  b. Access of research data to the supervisor(s).
  c. Ownership of copyright, IP rights, and data management upon commercialisation of research.
  d. Ethical requirements, consent for data collection, privacy, confidentiality, data security, storage, and access procedures.
  e. Reporting of all published and unpublished research and research data to OPVCR.

All researchers are required to maintain and keep a data plan with the research project documentation for future use.

9.0 Retention of Research Data and Primary Materials

All researchers are required to retain research data for a duration of 5 years post-publication.

This also applies to HDR candidates whereby HDR candidates are required to retain research data for 5 years from the date of the award of the degree. Funding or sponsor organisations may request extra time for data retention that shall be accepted. Other than the above, research data shall be retained for more than 5 years, in the following circumstances:
  a. If research misconduct has been identified and the research data could be used as evidence to prove misconduct till the matter is resolved and cleared.
  b. If results are challenged, issues of copyright and intellectual property rights are taken as a matter to court and or is in the process of registration of patent or trademark at the lapse of retention timeframe.
  c. If commercialisation of research necessitates further advancement of research, or research outcomes become high public interest or contention.
  d. For medical and patient records that require data retention permanently.
  e. For any clinical trial or longitudinal studies, data can be retained for more than 5 years and or till necessary.

FNU Research Data Management Policy & Procedures for Staff, Adjuncts, HDR Candidates And Visitors| Office of the Pro Vice Chancellor Research | Fiji National University

Page 5 of 8

10.0 Ownership, Copyright and Intellectual Property Rights (IPRs)

All researchers are required to refer to FNU Intellectual Property and Research Commercialisation Policy for ownership, copyright, and intellectual property rights.

a. All researchers shall ensure that they comply to the FNU Intellectual Property and Research commercialisation policy.

b. All researchers at FNU using third-party research data shall comply with the Copyright Act 1999 of Fiji, 'Part VI - Dealing with Rights in Copyright Works'.

c. Supervisors of HDR candidates are required to inform the HDR candidates of FNU Intellectual Property and Research Commercialisation Policy and its compliance.

Funding agencies and other stakeholders (e.g., research collaborators and research participants) may also have Intellectual Property and Research Commercialisation requirements, which must be considered during data management planning.

11.0 Ethical Requirements of Data Management

All researchers must consider and document ethical requirements relating to data management. Researchers must comply with FNU research ethics procedures. These are FNU Human Research Ethics, FNU Animal Research Ethics, and CMNHS Human Research Ethics.

Researchers are required to pay specific attention to the following ethical issues:

a. Privacy, use, and disclosure of Information

Researchers shall use the information only for the primary purpose it was collected for and shall not divulge in disseminating information to a third party without approval from the relevant authority or the participants.

FNU may use or disclose private and confidential information (but not limited to) in cases where the national act or law requires to do so.

Where it becomes reasonably necessary to use and disclose information in cases (but not limited to) public interest, safeguarding public health, and enhancing further research and training.

b. Confidentiality and consent

All researchers must abide by any confidentiality agreement signed when collecting, using, and managing research data. If, for any reason, researchers believe that the data will be made public, whether, in published or unpublished form, researchers shall inform the participants and attain their consent. Anonymity and nondisclosure of participants' information shall remain a priority. Researchers shall record all confidentiality agreements and consents and secure data that does not have the participants' consent for disclosure that has not been permitted.

12.0 Data Storage, Record Keeping, and Backup of Data

All researchers at FNU handling research data shall comply with the data storage, record keeping, backup, and reuse procedures, which are:

a. Researchers are required to document ownership of research data.

b. Researchers shall record all data stored, backup, and maintain a secondary copy with their respective colleges/units/ departments or via electronic mechanisms such as one drive or iCloud storage.

FNU Research Data Management Policy & Procedures for Staff, Adjuncts, HDR Candidates And Visitors| Office of the Pro Vice Chancellor Research | Fiji National University

Page 6 of 8

c. Researchers shall notify OPVCR of the retention and disposal timeframes, including retention of data permanently where needed.

d. Researchers shall provide information to the OPVCR on data access for reuse, taking into consideration the ethical, privacy, disclosure, confidentiality issues together with copyright, intellectual property rights, commercialisation rights, trademarks, and patent records where applicable.

13.0 Exit Planning

a. Upon completion of the term at FNU, researchers may request the OPVCR through the College Dean for copies of stored research data for use and reuse where permitted. Any data collected in the course of employment or HDR candidature at FNU shall remain the property of FNU.

b. Higher Degrees by Research candidates upon completion of the programme will be allowed to use data collected for future publications and research unless not permitted or consented by the research participants and/or research sponsors. OPVCR reserves the right not to let the release, use, or reuse of the data.

14.0 Review and Destruction of Research Data

a. Any data stored in the repository that has lapsed 5 years data retention timeframe and is no longer required to be retained for an additional timeframe or to be permanently retained shall be reviewed and destroyed appropriately.

b. Any data to be destroyed after the 5 year retention period shall be documented. In the event, if an extension of time has been permitted for data retention, the record-keeping shall be updated, and a new timeframe should be recorded for destroying the data.

c. Research data that is scheduled to be destroyed must be reviewed and authorised for destruction by:
   i. The data owner (where the data is not owned by Fiji National University); or
   ii. The head of the department/academic unit (or delegate) is responsible for managing the data.

d. The reviewer of the data must confirm that the data:
   i. Is not of archival value and does not need to be permanently retained.
   ii. Is no longer required to carry out the business of the unit.
   iii. Is not subject to any outstanding legal or ethical requirements, challenges of the research results, or allegations of research misconduct.

e. Data must not be destroyed without written authorisation and documentation of the data and the destruction processes used.

15.0 Approval Agency
FNU Senate

FNU Research Data Management Policy & Procedures for Staff, Adjuncts, HDR Candidates And Visitors| Office of the Pro Vice Chancellor Research | Fiji National University

Page 7 of 8

16.0 Revision Log

This table will be used to insert the dates of the different versions made on the policy/procedure.

Version	Date of Approval	Comment
1.0	11 December 2019	FNU Senate
2.0	2 March 2021	FNU Senate

17.0 Policy Sponsor

Pro Vice Chancellor Research

18.0 Contact Person

The following person may be contacted in relation to this policy:
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FNU Research Data Management Policy & Procedures for Staff, Adjuncts, HDR Candidates And Visitors| Office of the Pro Vice Chancellor Research | Fiji National University

Page 8 of 8