IT Services

Research Data Management Communications & Training Plan

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1. Introduction

The University's Research Data Management Policy, approved by the Management Board in February 2013, is made up of eleven aspirational statements affirming both the researchers' and the University's research data management (RDM) responsibilities.

The policy states that the University will provide training, support, advice and, where appropriate, guidelines and templates for the RDM process and RDM plans.

The policy also identifies that it will take some years for the appropriate skills to become embedded as part of researchers' normal activity. To achieve this a stepped, pragmatic approach to supporting and communicating RDM is a valuable way to build momentum.

2. Communications & training plan participants

It is anticipated that staff from across Professional Services will need to participate in some or all of the activities outlined in this plan including Communications & Marketing, IT Services, Libraries and Research & Learning Resources, Research and Graduate Services, Graduate School and Professional Development.

3. Target audience

The primary audience will be research-active academic staff, research staff and postgraduate researchers. It is also important that staff in Professional Services are aware of the key messages as their departments may be required to provide infrastructure, support or services that facilitate the implementation of the policy and process changes being communicated.

4. Key messages

These gradually become more detailed and specific and need to be communicated over a period of time. These can be broadly summarised as:

- **Initial Awareness**: RDM is coming
  o Funding body expectations for research processes and outputs have changed and researchers need to be aware of the changes
  o The University has a RDM Policy aligned to these expectations

These will be covered by the initial publication and announcement of the RDM Policy, an RDM awareness event and the RDM web pages as part of the Research and Knowledge Transfer web site.

- **Impact on Researchers**: What changes will RDM require?
  o What will these changes mean for my grant applications, research processes and research outputs?
  o What assistance will the University be providing?

These questions will be answered by raising awareness in schools.

  o **Detailed Policy, Process and Technology Support Information**
  o Support to explain the expectations placed on researchers by the University and the funding bodies
  o Where they can seek support and advice on the supporting technologies

      o   How to incorporate this into funding bids and research activity

5. Timescale

Initial awareness will take place during April to June 2013. Follow up activities that highlight the impact on researchers will follow in October to November 2013. Detailed policy, process and technology support will then emerge as the appropriate tools and services become available.

It is anticipated that the first successful grants to be approved from applications already made under new funding council rules will commence, and hence need compliant data management, during Q4 2013.

6. Awareness and training

6.1. RDM awareness event

A high profile RDM awareness event will be held for senior academics in the summer of 2013. The programme will include speakers from the UK research data management community, including a representative from the funders.

6.2. Web site

The RDM web pages provide an overview of RDM and the things to consider in planning management of research data. These are a sub-set of the Research and Knowledge Transfer web site.

6.3. Publicity

This will include a feature in Exchange Magazine, supporting YouTube video and social media publicity of the above.

6.4. Training for academic staff

6.4.1. Web-based training: Research Data Management

- Research data management module delivered by the Graduate School in Moodle (using MANTRA developed by Edinburgh University)
- Details of general and subject specific online training resources is provided on the RDM web pages

6.4.2. Web-based training: Data Protection / Information security awareness

- UCISA award winning HE sector-specific Online Information Security Training course developed by the Leicester University consortium.

6.5. Training for Professional Services staff

There are several roles within professional services that currently provide support to researchers. There is a requirement to equip these staff with the skills needed to support RDM and gain more of an understanding of the perspective of the researcher.

Several national high quality web-based training resources are available, all of which aim to enhance and improve understanding of RDM. These include:
- DIY Research Data Management Training Kit for Librarians[1]
- RDMRose[2] an open educational resource for self-supported CPD in RDM

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[1] Edinburgh University: http://datalib.edina.ac.uk/mantra/libtraining.html

For IT Services staff a series of technical forums will take place to raise awareness among support staff.

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[2] Sheffield University: http://rdmrose.group.shef.ac.uk/?page_id=10