

Management & Sharing of Research Data

26 March 2025

Sudipta Saha, *Project Officer*

Research & Innovation Infrastructures Unit

Management and Sharing of Research Data Policy

- Effective 01 January 2020
- Requires **Data Management Plan (DMP)** submission as specified within call guidance
- The DMP will outline how the data for a specific project will be collected, organised, stored, backed-up, preserved, shared, archived and disposed
- Current HRB DMP Template aligned to **Science Europe DMP Template**

Requirements:

- Host Institutions must sign ***a declaration*** that DMPs for research projects have been completed ***in partnership with an Institutional Data Steward*** or equivalent
- The ***initial DMP*** and signed declaration must be submitted to the HRB as a first deliverable
- A ***final updated version*** of the DMP must be submitted with the final report

DMP what is it?

DMPs state **what data** will be created and **how**, and outline the **plans for sharing, storage and preservation**, noting what is appropriate given the nature of the data and any restrictions that may need to be applied”

DMP help researchers to:

- Make informed decisions
- Avoid duplication, data loss and security breaches
- Develop procedures early on for consistency
- Ensure data are accurate, complete, reliable and secure
- Plan to share data and increase impact

HRB DMP International Review 2024

Purpose

- Previous postal review in 2021 identified very low quality DMPs across awards
- Results fed back + engagement with institutional data stewards/community
- Policy requires DMP submission plus certification from HI Data Steward (Initial draft + final version)
- Re-assess quality of DMPs to influence any necessary updates or changes to our policy

DMP International Panel

Panel Members

- Dr Christiana McMahon, Research Data Support Officer, University College London
- Mr Matt Mahon, Research Information Officer, University of Glasgow
- Dr Gemma Marsden, Open Research Specialist, Cranfield University
- Ms Sarah Stewart, Research Data Manager, St. George's, University of London



DMP Assessment Criteria

1. Data Description & Collection or Re-Use of Existing Data
2. Documentation & Data Quality
3. Storage & Backup During The Research Process
4. Legal & Ethical Requirements, Codes of Conduct
5. Data Sharing & Long-term Preservation
6. Data Management Responsibilities & Resources & Feasibility

DMP Scoring

Scoring Range:

1-Poor, 2-Average, 3-Good, 4-Excellent

- **Score 4** would be 5-6/6 areas marked sufficient, excellent quality; no changes required
- **Score 3** would be 4/6 areas marked sufficient, good quality, some minor areas for improvement
- **Score 2** would be 3/6 areas marked sufficient, average quality and several areas for improvement
- **Score 1** would be 1-2/6 areas marked sufficient, poor quality and significant areas for improvement

Review Summary

Section 1 - Data Description & Collection

Strengths:

- ✓ Data types & methodology well-described
- ✓ Clear rationale for data use in some plans
- ✓ Reuse of existing data mentioned

Areas for Improvement:

- ✗ Justification for new data collection often unclear
- ✗ Data format (open/proprietary) not always specified
- ✗ Level/type of data sometimes vague

Section 2 – Documentation & Data Quality

Strengths:

- ✓ Strong documentation & version control in some plans
- ✓ Metadata standards occasionally addressed

Areas for Improvement:

- ✗ Metadata standards often undefined
- ✗ Quality control measures lack detail
- ✗ Long-term data quality maintenance unclears

Review Summary

Section 3 – Storage & Backup

Strengths:

- ✓ Backup strategies described (e.g., centralized systems)
- ✓ Some plans highlight secure storage

Areas for Improvement:

- ✗ Backup processes lack clarity
- ✗ Risks with personal device storage
- ✗ Encryption for external drives rarely mentioned

Section 4 – Legal & Ethical Requirements

Strengths:

- ✓ GDPR compliance frequently addressed
- ✓ Ethical approval & anonymization noted

Areas for Improvement:

- ✗ Ethical processes lack practical details
- ✗ Anonymization methods unclear
- ✗ Protocol change management vague

Review Summary

Section 5 – Data Sharing & Preservation

Strengths:

- ✓ Repositories & DOIs mentioned
- ✓ Some clear preservation plans

Areas for Improvement:

- ✗ FAIR data principles not fully addressed
- ✗ Long-term archiving plans vague

Section 6 – Data Management Responsibilities

Strengths:

- ✓ Roles/responsibilities often defined
- ✓ Institutional oversight mentioned

Areas for Improvement:

- ✗ PI's role in management unclear
- ✗ Costing/resources lack detail

Recommendations

- Panel & HRB recommended no changes to current policy
 - Continue requesting DMPs(initial + final) and signed declaration
- HRB to enhance our DMP template with further guidance
- Continue engaging with HIs/data stewards
- Actively follow-up with grant holders regarding DMPs pending submission
- Conduct another review in the future

HRB DMP Management

RDM Policy

- Applicant follow RDM policy and Call Guidance which specify DMP requirements and answer RDM related questions at application stage
- Mandatory DMP submission at 3-6 months from project start date
- Submit Final/Update version DMP at the end of the Grant

DMP Collection

- DMP submitted to HRB DMP inbox (DMP@hrb.ie) all grants expect DIFA
- DMP downloaded from email submission
- DMP linked to the grant folder on GEMS

DMP Monitoring & Review

- Not reviewing all DMPs
- Will review a sample as appropriate

Updated HRB DMP template

Based on the Science Europe Template

Section 1

Data Description & Collection or Re-use of Existing Data

Section 2

Documentation & Data Quality

Section 3

Storage & Backup During The Research Process

Section 4

Legal & Ethical Requirements, Codes of Conduct

Section 5

Data Sharing & Long-term Preservation

Section 6

Data Management Responsibilities & Resources

New HRB DMP template

New HRB DMP Guidance

HRB DMP Question		HRB DMP Guidance		Assessment Levels	
General Information				Sufficiently Addressed	Insufficiently Addressed
Administrative Information	Please provide: 1) Name of Grant Principal Investigator 2) Project Name 3) Grant Reference Number (if applicable) 4)Version of DMP (e.g. first/final)			Contains the minimal information required to identify the grant, grant holder and project	No or limited information provided impacting ability to identify who is responsible for the project, DMP and its implementation, or which grant it relates to
Section 1 Data Description & Collection or Re-use of Existing Data				Sufficiently Addressed	Insufficiently Addressed
1a How will new data be collected or produced and/or how will existing data be re-used?	Explain which methodologies or software will be used for data collection and/or data analysis	Gives clear details of where the data come from and how new data will be collected or produced. It clearly explains methods and software used.		Provides no explanation, or insufficient details to get a clear understanding of where the data come from and what data will be collected or re-used.	
	State any constraints on re-use of existing data, if applicable	Explains, if existing data are re-used, how these data will be accessed and any constraints on their re-use		If applicable, does not explain sufficient rationale for generating new data	
	Explain how data provenance will be documented	Explains clearly, if applicable, why new data must be collected, rather than re-using existing data			
	Briefly state the reasons if the re-use of any existing data sources has been considered but discarded				
1b What data (for example the kind	Give details on the kind of data: for example, numeric (databases, spreadsheets), textual (documents), image, audio, video, and/or mixed media	Clearly describes or lists what data types will be generated (e.g. numeric, textual, audio, video, etc.) and their associated data formats including, if needed, data conversion strategies		Provides no or little details on what data types will be generated and does not provide a valid reason for this omission (for example a statement that no data will be produced or generated)	

New HRB DMP template

HR^B

Health
Research
Board

DMP General Information

Grant Reference Number:		Principal Investigator/Grant Holder Name:	
DMP Version (e.g. first/final):		Project Title:	
Name of Person Completing DMP:		Role on Project (Person completing DMP):	

Section 1 Data Description & Collection or Re-use of Existing Data

1a How will new data be collected or produced and/or how will existing data be re-used?

Answer:

1b What data (for example the kind, formats, and volumes), will be collected?

Note: Information derived from previously existing data sources - namely output, processed, new data under this question.

Answer :

Section 6 Data Management Responsibilities & Resources

6a Who (for example role, position, and institution) will be responsible for data management (i.e. the data steward)?

Answer :

6b What resources (for example financial and time) will be dedicated to data management and ensuring that data will be FAIR (Findable, Accessible, Interoperable, Re-Usable)?

Answer:

HRB DMP template

New template and DMP declaration form can be found in the HRB website:

<https://www.hrb.ie/funding/grant-management/reporting/>



Reporting Procedures

We ask our grant holders to complete progress reports on their funded work so we can monitor and evaluate the research and other activities we support.

Effective monitoring and evaluation are essential for good grant management and governance.

Compliance with HRB's reporting requirements is part of [HRB's Grant Terms and Conditions](#).

The different types of reports are available below and all grant holders will receive an official notification from the HRB when a grant report is due for submission, unless otherwise stated in their contract.

To find out more about how we evaluate our investment in health research, see our [Research Investments and Impacts](#).

Reporting procedures

[Download All](#)

Copy of HRB DMP Template Version 2.0 (XLSX 47 KB)

[Download](#)

HRB DMP Declaration Form for HI (DOCX 48 KB)

[Download](#)

