



# Research Data and Materials Management Policy

## 1. Purpose

Snow Medical wishes to ensure that data and materials arising from the research it funds should be managed and made available as widely and freely as possible to maximise public benefit. Data and materials must be shared in a timely and responsible manner and researchers who are providing and receiving data and materials are required to adhere to any relevant legal and ethical requirements related to the collection, storage, management and sharing of the data and materials.

This policy is not intended to discourage filing of patent applications and recognises the need to safeguard intellectual property to protect opportunities for commercialisation of research outputs, and that it may be necessary on occasion to delay or restrict the release of data and materials.

## 2. Scope

This policy covers all data and materials collected during the course of a research study funded by Snow Medical and applies to all universities and medical research institutes (**MRIs**), researchers and members of the research team conducting the research or involved in the creation, collection or curation of research data and materials.

## 3. POLICY PRINCIPLES

- a) All research data and materials collected during the course of a research study funded by Snow Medical should be made openly available with as few restrictions as possible in a timely manner.
- b) Research data and materials must be:
  - (i) subject to relevant privacy laws, identifiable, retrievable, and available when needed;
  - (ii) secure and safe with appropriate measures taken in handling sensitive, classified and confidential data;
  - (iii) kept in a manner that is compliant with legal and ethical obligations; and
  - (iv) preserved for its life-cycle with the appropriate high-quality metadata.
- c) Legal, ethical and commercial constraints on the release of research data and materials must be considered at the initiation of the research process and throughout both the research and data life-cycles.



- d) All research data and information collected during the course of a research study funded by Snow Medical must be managed in accordance with a research data management plan which must be immediately made available to Snow Medical upon request.
- e) Personal research data should be made available if it is in an anonymised form that fully protects the participant's identity and there is informed consent for it to be shared.
- f) A limited period of exclusive use of data and materials for primary research is reasonable, according to the nature and value of the data and materials and the way they are generated and used. Sharing should always take account of enhancing the long-term value of the data and materials.
- g) Generators and sharers of data and material should receive full and appropriate recognition (e.g. by acknowledged collaboration and/or citation) by their academic institutions and new users for promoting secondary research. Researchers should use persistent identifiers such as Digital Object Identifiers (DOIs) and ORCID identifiers.
- h) Discovery metadata from all Snow Medical funded research must be recorded within the University's or MRI's research data catalogue.
- i) Published results must include a data statement on how to access the supporting data including details on any access restrictions. A simple direction to interested parties 'to contact the author' is not sufficient.
- j) The university and MRI must ensure people working on Snow Medical funded research comply with any relevant Customs, AQIS, Defence Export Control or other requirements related to the sharing of research data, software and materials.
- k) Research data and materials must be retained and disposed of securely according to legal, ethical, and collaborator requirements and with particular concern for the confidentiality and security of the data and (where relevant) the materials. The minimum period for research data retention is 10 years from date of last requested access to the data. Research data that underpins published results or is considered to have long-term value should be retained indefinitely.

#### 4. COMPLIANCE WITH THIS POLICY

If Snow Medical has a reason to believe that a person, university or MRI has failed to comply with this policy, it will investigate the circumstances.

If it is found that a person, university or MRI has failed to comply with this policy, Snow Medical may take action against the relevant university and MRI. This may include withholding and suspending future grant payments, not accepting grant applications from the relevant university and MRI, and seeking to terminate relationships with Snow Medical.

#### **Contacts**

For questions about this policy, contact Associate Director, Policy and Contracts.



### Policy Revision History

Initial Policy adopted by Snow Medical on 25 November 2020.