



**BayeroUniversity, Kano**

# **RESEARCH DATA MANAGEMENT POLICY**

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Directorate of Research, Innovation and Partnership (DRIP), Office of the Vice-Chancellor,  
Bayero University, Kano

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# 1. INTRODUCTION

## 1.1 Purpose of the Policy

Bayero University researchers create enormous amount of data during the implementation of various research projects. The data generated is the evidence for increased scholarly productivity, which needs to be effectively managed. In view of the above, the Directorate of Research, Innovation and Partnership (DRIP) deemed it appropriate to develop this policy in order to strengthen the research data management practice in Bayero University. The purpose of the Policy is to ensure that research data generated by Bayero University researchers are stored, retained, accessed, and disposed of, in accordance with legal, ethical and funding requirements.

In view of the above, the University needs an effective Research Data Management Policy for the following objectives:

- i) to develop good research practice and procedures;
- ii) to protect intellectual property rights (IPR) of researchers;
- iii) to ensure compliance with relevant legislation and regulations regarding data management.

Research Data Management in Bayero University shall be enhanced in conformity with the Institutional Data Management Framework (Appendix A).

## 1.2 Scope of the Policy

This Policy applies to all staff, students and partners of Bayero University. engaged in research. The Policy also applies to anyone working in Bayero University, including casual workers, visiting, sabbatical, contract staff, as well as, consultants, agents, volunteers, or contractors undertaking research in the University or on behalf of the University, using the University facilities,. This Policy also applies to undergraduates and professional postgraduates whose research findings are publishable in peer reviewed journals. Where this is not the case, Bayero University still expects all students to adhere to the principles of good Research Data management.

## 1.3 Definition of Terms

In the context of this Policy, the following definitions shall apply:

**Principal Investigator (PI)** – a university staff primarily tasked with implementing a research project on behalf of Bayero University, whether they are referred to as such in a research agreement or not.

**Researcher-** any person involved in collecting, generating, or creating Research Data, for or on behalf of the Bayero University which shall include but not be limited to employees, workers, visiting, part-time, sabbatical lecturers or researchers and postgraduate students.

**Research Data-** information in digital or paper-based format that may be generated or obtained during research activities (field or laboratory experiments, conducting trials, surveys, interviews, focus group discussions or analysis of data), collected and presented in various ways (notes, facts, figures, tables, images, audio, or visual recordings). Such

information may, subsequently, be used by researchers as a basis for making conclusions to develop, support or revise theories, and practices.

**Repository** – Bayero University Repository hosted by the University Library which is made available to researchers for the storage of Research Data.

**Personal Data** - any information relating to an identifiable natural person.

**Personal Data Breach**- a breach of security leading to the unauthorised disclosure or access to, accidental or unlawful destruction, loss, alteration, of personal data transmitted, stored, or otherwise processed.

**Recipient** - a natural or legal person or public authority who accepts data.

**Sensitive Personal Data** - data relating to religious or other beliefs, sexual orientation, health, race or tribe, ethnicity, political views, trades union membership, criminal records, or any other sensitive personal information.

**Identifiable Natural Person**- one who can be identified directly or indirectly, by reference to an identifier such as a name, an identification number, location data, or to a combination of identifiers specific to that natural person.

## 2. RESPONSIBILITIES

The Vice-Chancellor, on behalf of the Senate, shall delegate responsibility for the implementation of this Policy to the Deputy Vice-Chancellor (Research & Development), the Director, Directorate of Research, Innovation and Partnership (DRIP), the Deans of Faculties, Directors of Research Centres, as well as their senior staff. By default, primary accountability for research data management lies with the Principal Investigator associated with a given project.

### 2.1 Researchers Responsibilities

All Researchers, in Bayero University, are expected to adhere to their obligations under this Policy. Researchers' responsibilities shall include,

- a) to adhere to the data management plan submitted as part of a research proposal,
- b) to adhere to the contractual obligations governing Research Data (as may be defined in each research contract) and the application of this Policy.
- c) be aware of the legal obligations and potential liability when processing data relating to people and ensure compliance with handling data protected by the Nigerian Data Protection Regulation (2019).
- d) to ensure that the integrity and security of their data is maintained.
- e) to obtain an ORCID identifier or equivalent unique id that can help them record and report their work for publications, grant applications, funder reporting and in Bayero University research repository.

## **2.2 Research Students' and Supervisors' Responsibilities**

Good research management practice requires that research students and their supervisor plan the collection, storage, protection and use of Research Data, in accordance with good scientific practice, obligations from their project sponsors and the Bayero University RDM Policy. In specific terms, research students and their supervisors shall,

- a) establish collection and storage procedures for their Research Data;
- b) ensure that Research Data management is planned and documented at the initial stage of a research project, in accordance with the terms and conditions defined by the project sponsors and BUK RDM Policy;
- c) ensure the Data Management Plan is completed by the student as soon as the research proposal is approved by the departmental Postgraduate (PG) Committee and reviewed after achieving every project milestone; and
- d) ensure that every student deposit a copy of their Research Data in the University Repository on completion of their research.

## **2.3 Principal Investigators' Responsibilities**

The Principal Investigators (PIs) should ensure that the data management plan is completed before commencing any research. In addition, PIs are expected to,

- a) include the cost and time implication of data storage and management in research grant proposals;
- b) develop appropriate procedures and processes for Research Data collection, storage, usage, access, and retention, associated with their research project;
- c) ensure that suitable agreements for the ownership and use of Research Data are prepared and agreed in writing with collaborating partners before the project starts;
- d) define the requirements for the selection of the Research Data suitable for deposit at the end of the research project; and
- e) include recommendations for the destruction of the Research Data to the designated data steward.

## **2.4 Responsibilities of Deans and Directors**

The Dean of each Faculty and Director of each Research Centre should promote good practice in all aspects of research governance and integrity, including Research Data Management. Deans and Directors should ensure that research staff and students are conscious of their responsibilities and obligations in relation to Research Data Management. Deans and Directors are responsible for stewardship of data once the researchers involved in compiling the data leave the faculty or centre. However, the stewardship role may be delegated to dedicated data stewards to serve as custodian of such data until it is destroyed. Director, DRIP shall be responsible for implementation, as well as the monitoring and evaluation (M&E) of generation and management of Research Data in the University.

In view of the above Deans or Directors shall,

- a) nominate designated data stewards for the faculty or centre;
- b) ensure that prior to leaving the University, researchers store all significant Research Data; and

- c) ensure that researchers and students are aware of their responsibilities and obligations relating to the management of Research Data collected or processed during their research.

## **2.5 University Responsibilities**

The responsibilities of Bayero University shall include,

- a) developing infrastructure and human resources to promote best practice in data management in the University;
- b) supporting researchers to develop data management plans for grant applications;
- c) providing guidance for the university researcher community in good data management practice in compliance with relevant legal and ethical requirements;
- d) maintaining an institutional metadata catalogue of research datasets for research projects implemented in the University; and
- e) providing Digital Object Indicators (DOIs) for datasets deposited at the University Repository in accordance with the Bayero University Repository Policy.

## **3. OWNERSHIP AND INTELLECTUAL PROPERTY RIGHTS**

Where intellectual property rights (IPRs) exist over Research Data which are generated or collected by researchers. The first owner of the IPRs between the University and the researcher shall be determined in accordance with the Bayero University Intellectual Property Policy.

If no IPRs exist in the research data, the Bayero University is the co-owner of all legal rights in relation to the research data which is generated by researchers in the University, in accordance with Bayero University Intellectual Property Policy (2018). The University shall be entitled to enter into agreements in relation to the sale, supply, transfer, access to, or use of such research data. However, such agreements may be subject to the IPRs of collaborating partners, if any, as defined by contractual obligations of the University.

Where research involves funding agencies and other collaborating institutions, the ownership and use of IPRs shall be defined in the research agreement prior to commencement of the project. In such cases, the agreement shall identify a process for Research Data management that is consistent with this Policy.

Where a research project involves usage of research data owned and controlled by a third party (not a collaborating party), researchers must comply with the terms of the agreement governing the use of that data and ensure that the use of the data will not place Bayero University in breach of its contractual obligations.

## **4. RESEARCH DATA STORAGE AND MANAGEMENT**

Researchers must ensure that all Research Data are,

- a) stored securely in a durable format appropriate for the type of data;
- b) stored with adequate documentation to allow for accurate identification and reuse, where applicable;
- c) backed-up in accordance with best practice in the relevant field of research; and
- d) deposited in Bayero University Repository and/or an appropriate national or international repository, if possible.

However, non-digital research data that are unsuitable for digitization should be,

- i. stored securely;
- ii. labelled and categorised appropriately to facilitate identification and effective reuse of the Research Data where appropriate; and
- iii. an entry should be made in the Repository identifying that the research data in question is held by the University.

## **5. RESEARCH DATA RETENTION**

Research Data which is stored in accordance with BUK RDM Policy should be held for a minimum period of 10 years from the date of generation, collection or publication of the research results (whichever is the latter). However, research data may be retained for longer than 10 years under the following circumstances:

- a) where an increased retention period is required to meet the University's legal or statutory obligations, contractual obligations or the terms and conditions of project funding agreement,
- b) where patent application has been submitted in respect of the research output,
- c) where the result of the research is subject to challenge at any time during the initial 10-year retention period, and
- d) where the research output has a public interest or heritage value.

Non-significant research data need not be retained beyond the end of the research project. Non-significant data may include early research notes, early versions of final documents or materials which are expensive to store but could be quickly and easily collected again. Research data resulting from work undertaken by undergraduate and postgraduate students towards their projects or dissertations may be regarded as non-significant and need not be retained after the award of the degree.

## **6. RESEARCH DATA DISPOSAL AND DESTRUCTION**

The disposal and destruction of Research Data, generated in Bayero University, must be undertaken in accordance with this Policy. The documentation (timing, manner and recording) of research data disposal and destruction should be included in data planning. Before any scheduled disposal and destruction, the records of relevant research data should be reviewed to ascertain the suitability for destruction by the appropriate data stewards. The



destruction and disposal of data suitable for destruction shall be managed in accordance with the legal, regulatory and contractual obligations.

Records of the disposal or destruction of research data originally stored and retained in accordance with Bayero University RDM Policy, should be deposited in the University Repository.

## **7. ACCESS TO RESEARCH DATA**

Bayero University is conscious of the benefits of making research data accessible to the academic community, as well as the public. However, before sharing research data during or after a project, it is essential to consider whether this is permissible considering IPR ownership, ethical, privacy, confidentiality requirements or any legal, regulatory, or funding restrictions. In addition, researchers must consider whether research data has commercial potential and, in consultation with the DRIP, if it is suitable for protection or transfer.

Access to Research Data during the implementation of a research project should be restricted to the collaborators of the research project. However, research data may be made available to other parties through anonymity, data access agreement and with the permission of the project collaborators. To ensure compliance with the University Policy, access to research data which is deposited in the Repository maybe restricted by technical means.

To deposit research data in a national or international repository, researchers must ensure compliance with this Policy and that there are no restrictions governing the sharing of such data. Researchers who receive requests for access to research data should forward these requests to the Head, University Legal Unit for advice.

## **8. APPROVAL AND REVIEW**

This Policy was approved on April 3, 2023 by the University Management Committee (UMC) and shall be reviewed every five years or as may be directed by the Vice-Chancellor.