

# **LOCAR Thematic Programme Data Management Responsibilities**

In order that you can prepare your full proposal for a NERC LOCAR Thematic Programme grant, the LOCAR Data Centre has prepared this document to inform you of your Data management responsibilities.

Each Project will appoint Project Quality and Data Manager. In conjunction with the Principal Investigator(s), they will complete the following tasks over the life of the project.

- **Write a Quality Plan**

An outline plan that can be adapted will be made available by the Data Centre. The Plan will cover: contractual information, scope of the work and quality objectives, project organisation, project duration and scheduling, deliverables, review procedures, document and record control and documented procedures. The Plan should be produced in the first six months of the project and should be reviewed every six months and, if necessary, updated.

- **Write a Data Management Plan**

An outline plan that can be adapted will be made available by the Data Committee. The Plan will cover the following topics: data acquisition, metadata, quality issues, data formats, data media, procedures for sending data to the Data Centre, back-up procedures, access / licence conditions, data copyright / IPR Ownership and a long term data management strategy.

- **Supply datasets to the Data Centre**

Under the NERC LOCAR Data Policy, award holders are required to deposit with their Designated Data Centre, a copy of each of the datasets or model output, resulting from their research. In conjunction with the Data Centre, the Data Manager is responsible for identifying the datasets to be archived.

- **Produce metadata to describe each dataset collected or generated.**

Award holders are required to produce metadata describing each of the datasets which their project generates. A tool will be provided that allows the Data Manager to document these datasets in an orderly manner. These dataset descriptions are to be sent to the Data Centre and will be made available across the web to the LOCAR Community. Where appropriate, supporting information must be supplied detailing formats, methods of collection, quality control and other relevant information. This information will be agreed with the Data Centre on a project by project basis.

- **Meet with the Data Centre to discuss data issues**

The Data Manager is required to meet / liaise with the Data Centre at appropriate intervals to report progress, resolve problems, exchange relevant information and answer queries from the Data Centre.

## **Project Completion**

A project is regarded as complete and final payment can be authorised, when the agreed datasets and supporting information have been delivered to and accepted by the Data Centre, and the final report has been accepted by NERC.

If the agreed data are not delivered then:

- A percentage of the award will be recovered from the final payment;
- NERC will not consider any applications from the award holders<sup>1</sup> for funding in Thematic or Non-Thematic mode, including any already submitted, until the agreed data and metadata have been submitted to the Designated Data Centre.

## **References**

Further information on the conditions attached to NERC Research Grants are as given in the Research Grants booklet <http://www.nerc.ac.uk/funding/forms.htm>.

For further information on the LOCAR Data Policy, please contact Kirsty Adam at NERC (HQ), Swindon 01793 411 985.

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<sup>1</sup> The term 'award holder' applies to the Principal and any Co-Investigators of a Research Grant.