

Area	Responsibility	Research Integrity & Ethics Training	RDG 101 Training	Other Training	Research Data Solutions Tool	DMP+	Other Tools	Advice & Support
Compliance	Adhere to Monash's data related policies	✓	PVC(RI) intranet			✓		Provide advice on request: OREI
	Engage with relevant data related training and education from institution	✓		Data Fluency				
	Report to the institution specific issues, risks or breaches in accordance with applicable institutional policies and, where relevant, other reporting schemes such as the Notifiable Data Breaches scheme	✓						Privacy breach: DPPO Security breach: CISO Ethics issues: OREI
	Understand, set up agreements (if required) and follow procedures/policies related to data when researcher moves between institutions							OGC
	Determine, record and observe property-type rights (including IP, licensing, copyright or other property right claims) over the data. This includes where data has been shared by other researchers and/ or other agencies (e.g. government) and would be covered by an appropriate data sharing agreement and arrangements as well as agreements with collaborative partner organisations and/ or funders		PVC(RI) intranet			✓	Copyright & IP	Copyright Adviser & OGC
	Determine, record and observe Indigenous sovereignty rights (including Australian and other First Nations') over the data including specific IP or other ownership type rights, making it available to appropriate groups (during and after the project), Indigenous involvement in design of collection, analysis and reporting	✓				✓		Provide advice on request: Indigenous Research Office

								& OREI
	Determine, record and observe all data subject rights (eg consented participants and other data subjects) over the data, particularly data access, withdrawal/ destruction and re-use rights	✓		General Monash staff / student privacy training; Research specific can be run by request to DPPO.	Research Data Solutions Tool	✓	Data Protection Impact Assessment Ethics Research Manager	Provide advice on request: DPPO & OREI
	Development of a data management plan for clearly stating data management responsibilities is strongly encouraged		PVC(RI) intranet			✓	Ethics Research Manager	
	Research data requested through FOI requests is provided in an understandable format and state							Provide advice on request: OREI & OGC
	If any of these responsibilities are delegated to another (eg a data manager, third party etc), it is the responsibility of the researcher to ensure compliance with these responsibilities					✓	Ethics Research Manager	Provide advice on request: OREI
	Employ good management practices in handling all research data with appropriate security to ensure confidentiality, integrity and availability of data as required		PVC(RI) intranet	General Monash staff/ student cyber training;	Research Data Solutions Tool	✓	ISRA for new Monash systems and third party systems (on request)	

				Data Fluency - REDCAP				
	Where human data is involved, employ good management practices in handling research data with appropriate privacy measures such as managing identification (and re-identification) risk and data minimisation as per relevant legislation	✓	PVC(RI) intranet	General Monash staff / student privacy training; Research specific can be run by request to DPPO.	Research Data Solutions Tool	✓	Data Protection Impact Assessment Ethics Research Manager	Provide advice on request: OREI
Purpose and definition	Ensure all data collected and used meets the aims of the research undertaking and has appropriate consents			Data Fluency - Data Linkage		✓		Provide advice on request: OREI
	Employ good management practices such as proper naming and defining of data that adheres to standards for scientific terminology and information encoding (if relevant)			Data Fluency - Health Data Dictionary		✓		
Capture/ creation and Lifecycle Management	Employ good management practices such as workflow documentation			Data Fluency - REDCap & GitHub		✓		
	Employ good management practices such as stable storage formats and regular backup				Research Data Solutions Tool	✓		

	Keep and make accessible durable records of the research data which includes all records, files or other evidence, irrespective of their content or form (e.g. in print, digital physical or other forms), that comprise a research project's observations, findings or outcomes, including primary materials, raw and analysed data			Data Fluency - REDCap	Research Data Solutions Tool	✓		
	Keep and make accessible durable records of the administration of the research (eg questionnaires, data dictionaries, ethics, protocol, agreements, contracts)			Data Fluency - REDCap & GitHub	Research Data Solutions Tool	✓	Ethics Research Manager provides version control for ethics admin	
	Primary responsibility for determining which data is retained in what manner it is kept and for what length of time, taking into account legal, funders, publishers and ethics requirements as well as other value that the data may hold. This may include a maximum period if there are privacy obligations					✓	If requested: Recordkeeping Assessment If ethics: Ethics Research Manager	Provide advice on request: OREI & General Recordkeeping Advice & DPPO
Quality and Analysis	Employ good management practices to ensure data quality/ integrity (including undertaking specific data verification activities)					✓		
	Employ good management practices such as version control and other relevant mechanisms			Data Fluency - REDCap & GitHub		✓		

	Analyse data in a manner appropriate to the aims of the research and ensure conclusions are justified by the results			Data Fluency - R, Python, PowerBI, HPC, Unix Shell		✓		
Output/ publishing and Sharing	Where human participants have been engaged, disseminate results in an appropriate format					✓		Provide advice on request: OREI
	Acknowledgement of other's work applies to all data used	✓				✓	Authorship guide	
	Provide output of research data in a manner that disseminates the findings to to make a contribution to knowledge or practice or to serve a public good			Data Fluency - Visualisation	Research Data Solutions Tool	✓		
	Primary responsibility for determining which data is shared and the manner in which it is shared (including agreements, infrastructure used, access and process controls) taking into account legal, funders, publishers and ethics requirements as well as other value that the data may hold				Research Data Solutions Tool	✓	Data Sharing Agreement Templates; Ethics Research Manager	Provide advice on request: DPPO & OREI