

## Recording of research data/laboratory notebook policy

The *Australian Code for the Responsible Conduct of Research (2007)* and the Faculty of Engineering's *recording of research data/laboratory notebook policy* requires all researchers to accurately document their research activity and to retain this information for at least five years. All research work undertaken by the staff or postgraduate students of the engineering faculty must be appropriately recorded. The use of a laboratory notebook for recording of research data is the preferred format, where this is practicable.

The responsible conduct of research includes the proper management and retention of the data arising from this research. While retaining all research materials may be impractical or unsafe (for example, bridge beam samples, nanoparticles, and biological material), durable records derived from them (such as assays, test results, transcripts, and laboratory and field notes) must be retained and accessible.

Specifically, academic staff and postgraduate students involved in research will:

- keep clear, current, and accurate records of the research methods and data sources, including any approvals granted, during and after the research process.;
- ensure that research data and primary materials are kept in safe and secure storage, even when not in current use;
- retain research data, including electronic data, in a durable, catalogued and retrievable form;
- manage research data and primary materials according to ethical protocols, other relevant policies of Monash University, and relevant legislation.

### SUPPORTING INFORMATION

#### **Purpose and Rationale**

The aim of this policy is to ensure research conducted in the Faculty of Engineering at Monash University is recorded and retained in a manner satisfying the *Australian Code for the Responsible Conduct of Research (2007)*.

#### **Scope:**

This policy applies to all Faculty of Engineering (Monash University) staff and postgraduate students, from any Monash University campus, whether national or international, who host, conduct, participate in or disseminate the results of research. Visitors to the University who participate in research are also covered by this policy.

#### **Definitions and Acronyms**

Explain the meaning of any terminology relevant to the implementation of this policy.

#### **Related Documents**

[Engineering Laboratory Notebook Guidelines](#)

[Monash Policy for Responsible Research](#)

[Monash Research Policy Bank](#)

[Guiding Principles for Implementation of Australian Code for Responsible Conduct of Research](#)

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| <b>Governing Documents</b><br><a href="#">Australian Code for the Responsible Conduct of Research</a>  |                                     |
| <b>Responsibilities for Implementation</b><br>Heads of Departments<br>Resources Managers   | <b>Date Effective:</b><br>Immediate |
| <b>Who Needs To Know This Policy</b><br>All postgraduate students, staff and academic visitors   |                                     |
| <b>Approval:</b><br>Faculty Board  | <b>Review Date:</b><br>June 2013.   |
| <b>Performance Indicators:</b><br>All relevant research staff, students and visitors comply with the policy<br>All notebooks are purchased from approved stationer ( <a href="http://dynamic-stationery.com/">http://dynamic-stationery.com/</a> )<br>All notebooks are completed and stored according to the protocols specified in the guidelines. |                                     |
| <b>Monitoring and Evaluation:</b><br>Departmental Resources/Operations Manager to undertake monitoring, with oversight by HOD.<br>ADR to report on compliance to Engineering Research and Research Training Committee.   |                                     |

| Revision              |                     |      |                 |                   |
|-----------------------|---------------------|------|-----------------|-------------------|
| Version Reference No. | Approved/ Rescinded | Date | Committee/Board | Resolution Number |
| 1.1                   |                     |      |                 |                   |