Activities, solutions and experiences within UK universities to meet the EPSRC research data policy
Monica Duke, DCC, Jonathan Rans, DCC
Verena Weigert, Jisc
Appendix

How to meet the EPSRC research data mandate – Interview questions.

Case Study Template

The overall structure of the template follows the DCC CARDIO Matrix for EPSRC compliance, grouping the requirements into three areas. The first covers overarching issues on RDM policy, strategy, governance and sustainability. The second covers the development of support services and increasing RDM capability and skills. The third focuses on the technical infrastructure and services required for storage, preservation and sharing.

I. RDM policy, strategy development, governance and sustainability

1. Which approach have you taken to develop your EPSRC roadmap and how have you addressed the implementation of the roadmap as a whole?

2. How is this work governed? Is there an RDM steering group, and if so is this made up of academics or service staff?

3. Do you have an institutional RDM policy and how has this been developed?

4. How are you addressing the governance of data access and re-use? i.e. covering ethical, IPR and legal issues

5. How do you manage research data management costs and resources?

6. Do you have any comments on the main challenges and quick wins regarding section I

II. Data Management Support and Staff Development

7. How have you identified requirements and approached service design?

8. How are you raising awareness of RDM requirements, the principles of good practice and available support?

9. What services do you have in place to support data management planning?

10. How do you address training and development needs of PhD students, academic staff and researchers?

11. Which training and development opportunities do you offer to support staff to help them increase compliance with EPSRC’s requirements?

12. Do you have any comments on the main challenges and quick wins regarding section II
III. Research Data Storage, Preservation and Sharing

13. What is your solution to manage storage and preservation of research data? Which systems are you using to support researchers during the active phase of their research and to preserve data in the long-term?

14. Do you have any processes in place to help researchers determine which data are of long-term value and should be preserved, and if possible shared?

15. How are you facilitating access to research data as appropriate? e.g. by including information in published papers, providing a data repository, recommending external services, implementing appropriate security controls where research data is subject to restricted access etc.

16. What is your approach for creating and recording metadata for research data sets and how do you address the specific EPSRC requirements (e.g. time limits, assigning DOIs and recording access requests) in this area?

17. Do you have a process map/visual of the RDM infrastructure at your institution?

18. Do you have any comments on the main challenges and quick wins regarding section III

IV. Conclusion

19. With regards to progress with implementation as a whole:
   › What has been easily achieved?
   › What has been difficult?
   › Things that others should consider doing (your 3 top tips)
   › Things that others should avoid