

Policy Title	Research Data and Primary Materials Management
Responsible AIU Office (Higher Management/Directorate)	Office of the VP for Research Affairs
Policy Owner (Executive Department/Office)	Research Office Director
Pertinent Dates	Draft1 : 19 th March 2022.

I. SCOPE OF POLICY

The responsible management of data and primary materials by AIU staff, researchers, and students is a requirement by the Egyptian law, in addition to legal, statutory, and ethical requirements, and discipline best practice. It includes the generation, collection, access, use, analysis, disclosure, storage, retention, disposal, sharing and re-use of research data, primary materials and records. This policy and its procedures apply to

- a) All research activities, regardless of discipline or scope that produce research data including associated records or notes and primary materials in some form.
- b) All staff, students, visiting researchers and honorary and adjunct appointees undertaking or supporting research at AIU or any external research locations AIU is participating with

II. DEFINITIONS

Confidential data	Data which requires enhanced protection because their release may be harming, damaging, and/or commercially sensitive to the involved individuals, the University or its collaborators.
Data management plan	A documented plan that explains how researchers intend to collect, store, secure, and share their research data.
Primary materials	Primary materials includes but is not limited to core samples, minerals and rocks; biological materials; the products of a process where the material is stable and can be stored for the requisite time; questionnaires; recordings; films; test responses; photographs; models; videotapes; audiotapes; or any other materials acquired through undertaking research from which research data are derived
Research data	Research data are facts, observations or experiences on which an argument, theory or test is based. Research data may be: - numerical, descriptive or visual,

	<ul style="list-style-type: none"> - durable records derived from primary materials such as assays, test results, transcripts, laboratory and field notes, visual diaries, journals, audio and visual recordings, oral history sound files, performance recordings, archival data and metadata, web sites, photographs and images, - raw or analyzed, experimental or observational, - other documents or media containing information associated with the research process, - digital and non-digital.
Sensitive data	Sensitive data are data that can be used to identify an individual, species, object, or location that introduces a risk of discrimination, harm, or unwanted attention. It includes culturally sensitive data.

III. POLICY STATEMENT

Responsible research data and primary materials management must uphold AIU values and principles of the ethics Code. All AIU staff, students, visiting researchers and honorary and adjunct appointees undertaking or supporting research at AIU must have an approved data management plan and must adhere to the AIU research data management procedures and standards.

IV. RESPONSIBILITIES

Staff/Researcher/Student: Adhere to the approved data management plan.

Research Supervisor: Create a data management plan, submit it for approval, and monitor its execution.

Research Unit Manager: Approve submitted data management plans and ensure they do not violate any of AIU values, principles, standards, and policies.

V. POLICY STANDARDS AND PROCEDURES

- 1- Researchers will retain clear, accurate and complete records of all research including research data and primary materials. Researchers will make records at a sufficient standard to allow verification and/or reproduction of research by others.
- 2- Researchers will complete, maintain and adhere to an approved data management plan that is suitable for their research and/or research project.
- 3- Researchers will report any potential breach of the Code or of security or confidentiality to the relevant person/s at AIU.
- 4- Supervisors and supervisory teams are jointly responsible with their students and HDR candidates for the responsible collection, storage, sharing, security and use of research data and primary materials.

5- Data Collection Policy:

- a) Researchers will collect research data and primary materials in accordance with principles and responsibilities of the Code, legal, statutory, and ethical requirements, discipline best practice and institutional Policy.
- b) Research data, primary materials and records collected off-campus will, as soon as practicable, be transferred to safe and secure storage facilities provided by the University unless contractual agreements state otherwise.

6- Data Storage Policy:

- a) The University will provide facilities for the safe and secure storage of research data, primary materials and records.
- b) Researchers must record, through a data management plan, where research data, primary materials and records for their research are stored in the university provided facilities.
- c) Researchers must store research data, primary materials and records in the safe and secure facilities provided by the University and/or other trusted storage facilities, platforms and services in accordance with the Code and any contractual agreements that may apply.

7- Data Ownership Policy:

- a) By default, the University is considered to be the owner of research data and primary materials, but the ownership of research data, primary materials and records may be influenced by funding and other research agreements, commercial potential, contractual obligations, collaboration, academic norms and other factors.
- b) The ownership of research data and primary materials will be recorded in the Data Management Plan before the commencement of a research project.
- c) Ownership of intellectual property is governed by AIU IP policy.

8- Data Access and Sharing Policy:

- a) Where possible and appropriate, researchers and/or the University will allow access and reference to research data and primary materials by others, while safeguarding the privacy of participants, protecting confidential data and intellectual property, protecting sensitive data, and honoring any contractual arrangements including funding body and publisher requirements.
- b) The University may access research data and primary materials in accordance with the Code, confidentiality requirements, legislation, privacy rules and other guidelines.
- c) The University may give third parties access to research data and primary materials as required by law or regulatory authorities.
- d) Researchers are encouraged to share research data and findings in a manner as open as possible and appropriate. This can include sharing research data using trusted open access platforms, services and journals.

- 9- **Data Confidentiality Policy:** Confidential information will only be used in ways agreed with the persons providing it and managed in accordance with AIU policy, contractual and other legal obligations, as well as any related ethical approvals for the research project or activity.

10- Data Retention Policy:

- a) Research data will be retained for at least the minimum period specified in AIU Retention and disposal authority policy unless contractual agreements or an exemption state otherwise. The retention period may be longer to allow reference by other researchers, and to accommodate regulatory and sponsor requirements and archival and historical value.

- b) Where practical, primary materials will be retained for a minimum of seven years after completion of the project or publication (whichever is later) unless contractual agreements state otherwise.
- c) Where it is not practical to retain primary materials, durable records derived from them (such as assays, test results, transcripts, and laboratory and field notes) must be retained and accessible for the period outlined in the AIU Retention and disposal authority policy.

11- Data Destruction Policy:

- a) Secure and safe disposal of research data and primary materials may only occur after the minimum specified retention period has expired and the relevant person/s at AIU have been consulted.
- b) Disposal of research data and primary materials will be in accordance the AIU Retention and disposal authority policy.
- c) If the results from research are challenged, all relevant data and materials will be retained until the matter is resolved. Research data and primary materials that may be relevant to allegations of a breach of research integrity will not be destroyed.

VI. FORMS/INSTRUCTIONS (if applicable)

- 1- Research Data Management Plan

VII. APPENDICES (if applicable)

[This section includes any additional relevant information or documents in attached appendices.]

VIII. RELATED POLICIES

- 1. Research Ethics and Scientific Integrity Policy
- 2. Experimental Animal Care and Use Policy
- 3. Rules and Regulations of Research Involving Human Subjects
- 4. Supply of Goods and Services for Research Purposes
- 5. Intellectual Property Ownership
- 6. Commercialization of Patentable Intellectual Property
- 7. Embargo and Delay of Research Publication

VIV. CONTACT INFORMATION

Research Office Manager

Triggered by:	Name	Date	Sig.
Created by:	Name	Date	Sig.

Revised by:	Name	Date	Sig.
Approved by:	Name	Date	Sig.