OLD DOMINION UNIVERSITY
University Policy

Policy # 5350
RESEARCH AND SCHOLARLY DIGITAL DATA MANAGEMENT POLICY

Responsible Oversight Executive: Provost and Vice President for Academic Affairs
Date of Current Revision or Creation: November 11, 2019

A. PURPOSE

Research and Scholarly Data ("Research Data") - Digitally recorded information necessary to support or validate a research project's observations, findings, or outputs. Specifically, data that are:

1. Acquired and /or maintained by University employees and/or students in performance of research and/or in pursuit of a scholarly activity;
2. Created or updated in pursuit of a research or scholarly function;
3. Necessary to support research or scholarly findings, establish validity of invent-1.3 (t) 1 Tf0 warlyease3

Except as approved by the Institutional Review Board or individual college Human Subjects Review Committees for use in research, data excluded from this policy are:

- personal medical, psychiatric, or psychological data for employees, students, and clinic patients;
- sole possession notes and records that are the personal property of individuals in the University community;
- Institutional Data, unless used in research; and
- instructional notes and materials

E. POLICY STATEMENT

Old Dominion University seeks to promote the highest standards in the management of research data as fundamental to both high quality research and academic integrity.

The University recognizes that accurate and retrievable research data are an essential component of any research project and necessary to verify and defend, when required, the process and outcomes of research. Research data are valuable to researchers for the duration of their research and may well have long-term value for research, teaching and for wider exploitation for the public good, by individuals, government, business and other organizations, as a project develops and after research results have been published.

The University acknowledges its obligations under research sponsors' data-related policy statements and codes of practice to ensure that sound systems are in place to promote best practices, includ-0.7 (d).9 (e 0.003 Tw 0 -1.217 TD(aft)-3 (e)-3 (r r)11.1 (e)-3.1 (s)-1.3 (e)-3 (e (,)-4.1 (r)-2.8 (e))1.1

b. Ethics: Observing the ethical restrictions that apply to data to which they have access.

c. Policy Adherence: Abiding by applicable laws and University policies with respect to access, use, protection, proper disposal, and disclosure of data.

d. Responsible Access: Reporting any breaches of University information in a timely manner according to procedures defined in ITS Standard 05.2.0 Data Breach Notification.

e. Quality Control: Reviewing reports created from data to ensure that the analysis results are accurate and the data has been interpreted correctly.

f. Acknowledgement: Citing the source and location of the data in any publications that use the data.

G. RECORDS RETENTION

Research data and applicable records must be retained for a minimum of five years and as specified by research sponsors, publishers, patent law, legislative and regulatory requirements, and/or applicable laws, and then destroyed in accordance with the Commonwealth's Records Retention and Disposition Schedule (General Schedule 111, Series 101170).

H. RESPONSIBLE OFFICER

University Librarian

I. RELATED INFORMATION

Health Insurance Portability and Accountability Act of 1996 (HIPAA)
Family Educational Rights and Privacy Act (FERPA)
Government Data Collection and Dissemination Practices Act § 2.2-3800 et seq
Board of Visitors Policy 1424 – Policy on Intellectual Property
Board of Visitors Policy 1426 - Policy, Procedures and Timeline for Responding to Allegations of Misconduct in Scientific Research and Scholarly Activity
University IT Policies:
- 3500: Use of Computing Resources
- 3501: Information Technology Access Control
- 3502: Information Technology Infrastructure, Architecture, and Ongoing Operations
- 3504: Data Administration Policy
- 3505: Information Technology Security
- 3700: Records Management Policy

University IT Standards:
- 02.3.0 Data Administration and Classification Standard

Data Transfer Agreement (Office of Research)
Data Management @ ODU (University Libraries Guide)

POLICY HISTORY
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Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

/s/ George Fowler   October 30, 2019
Responsible Officer   Date

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks   July 23, 2019
Chair, Policy Review Committee (PRC)   Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ Augustine O. Agho   November 5, 2019
Responsible Oversight Executive   Date

University Counsel Approval to Proceed:

/s/ James D. Wright   November 7, 2019
University Counsel   Date

Presidential Approval:

/s/ John R. Broderick   November 11, 2019
President   Date

Policy Revision Dates: January 24, 2014; November 11, 2019

Scheduled Review Date: November 10, 2024