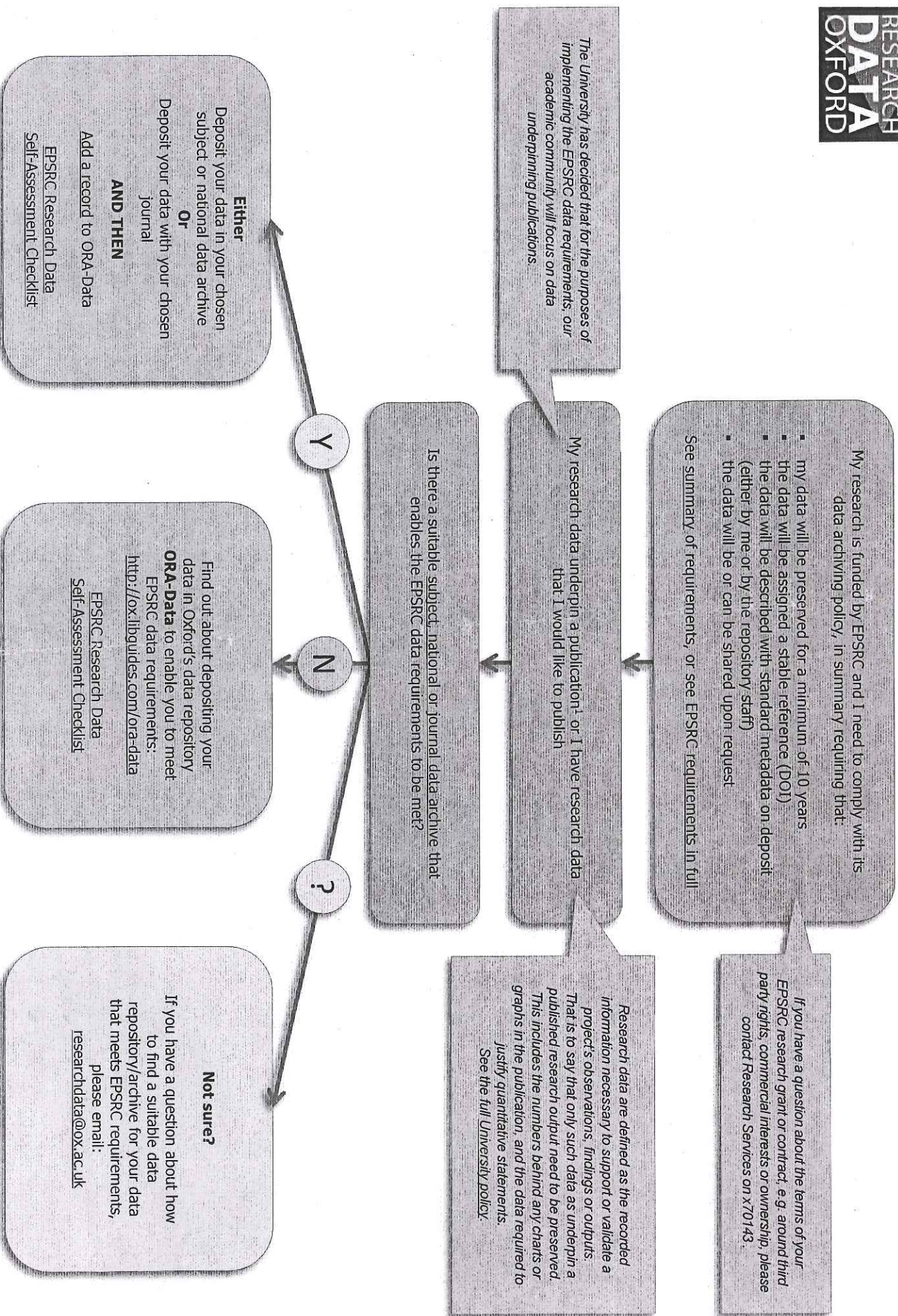


Archiving research data to meet EPSRC's requirements



1. As reported in Researchfish (research outcomes system) and in one of the following 'publication' categories: 'journal articles, books and conference papers'.

EPSRC Research Data Self-Assessment Checklist

The EPSRC is introducing new 'expectations' regarding the data generated in the course of research that they fund. The expectations are hosted at <http://www.epsrc.ac.uk/about/standards/researchdata/expectations/>.

Some of the expectations are placed on the university, but there are also actions that need to be undertaken by the researcher or research group to ensure compliance. This self-assessment tool will help you understand what you need to do to meet the EPSRC expectations.

1	The paper I have submitted for publication includes a short statement describing how and on what terms the data underpinning that paper may be accessed.	YES / NO
	The minimum obligation is to reference such data as directly underpins a paper. This includes data behind any charts or graphs or data required to justify quantitative statements. It may in some instances be more constructive to reference the larger dataset(s) from which these data are drawn.	
2	The dataset(s) underpinning the article are stored in an environment where they may reasonably be expected to be preserved for at least 10 years.	YES / NO
	Deposit in a dedicated data repository is strongly recommended. You may request that access be embargoed for a period of time. Advice on choosing an appropriate archive is available from http://researchdata.ox.ac.uk/preserving-your-data/archives-and-other-options/	
3	There is a catalogue record in ORA-Data describing each dataset that underpins the findings of the published paper. The record notes what research data exist, why, when and how the data were generated, and where each dataset is stored.	YES / NO
	Closely-related datasets may be deposited together as a single package. To find out more about ORA-Data and how to deposit there, or to add records about deposits elsewhere, go to http://www.bodleian.ox.ac.uk/bdlss/digital-services/data-archiving . Use of a Digital Object Identifier is strongly recommended. DOIs are unique, permanent codes, assigned by most data repositories (including ORA-Data) when datasets are deposited.	
4	<i>IF any of the data are not publicly accessible, the statement in the paper and the catalogue record(s) indicate why this is the case, and whether any conditions need to be satisfied before somebody may access the data.</i>	YES / NO / NA
	The EPSRC recognises there may be legal, ethical and commercial constraints on release of research data and seeks to ensure there is clarity on this.	
5	<i>IF the data underpinning the publication are not in digital format (e.g. physical specimens), they are stored in such a way that access can be facilitated in the event of a valid request for access being received.</i>	YES / NO / NA

If all your responses are **YES** (or not applicable) you are compliant with the EPSRC expectations – congratulations!

Additional guidance and information is available from <http://researchdata.ox.ac.uk/epsrc-data-requirements-and-what-you-need-to-do/>.

If you have any questions relating to the EPSRC expectations or to data management more broadly, please address them to researchdata@ox.ac.uk, or complete the contact form at <http://researchdata.ox.ac.uk/contact/>.