What is research data?
Research data is the evidence that backs up your research findings.
During your research project, you may collect original data and use other people's data.
Research data includes notebooks, surveys, specimens, emails, audio files, and more.

Why should I manage my research data?
Planning how you will manage data at the start of the project will save you time and effort later on.
You will be able to find and use data again, reducing duplication and data loss.
It is good practice and will improve data quality. You can raise your profile by promoting data for new research and getting citations.

What data do I need to keep?
You do not have to keep all of the research data you collect.
☐ Keep enough data so that others can check your results and understand how you achieved them.
☐ Keep the records about how your research was carried out (e.g. the protocols and methodology used, how data was collected and analysed, signed consent forms).
If you use other people’s data you do not have to keep a copy of their data.
☐ Do keep information about how you accessed and used the data.
You do not have to keep all non-electronic data.
☑ You can scan documents such as surveys and keep photos, audio or video files of physical data.

Help and advice
Liaison Librarians – for advice on research data management
ITS – to access or set up data storage space
Research Office – about ethics, contracts or privacy

Data storage
Use RMIT's storage space – you have automatic access to secure, backed up space on RMIT computers.
When not on campus you can access data using mydrive.rmit.edu.au
You may sometimes need to use external storage devices (such as laptops, removable disks or hard drives) but they are easily lost or damaged so make sure to back them up often at RMIT.

The Research Data Management Lifecycle

Adapted original source: The University of California, Santa Cruz, Data Management LibGuide, Research Data Management Lifecycle, diagram, viewed 15th September 2015.
http://guides.library.ucsc.edu/datamanagement

What do I need to do now?
Go to RMIT's Research Data Management Library Guide to:
☐ Fill in your research data management plan
☐ Follow RMIT’s research data management policy and procedure
☐ Store the research data securely
☐ Find out how long you have to keep the research data (usually five years)
☐ Control access and protect the research data
☐ Promote the research data and get citations