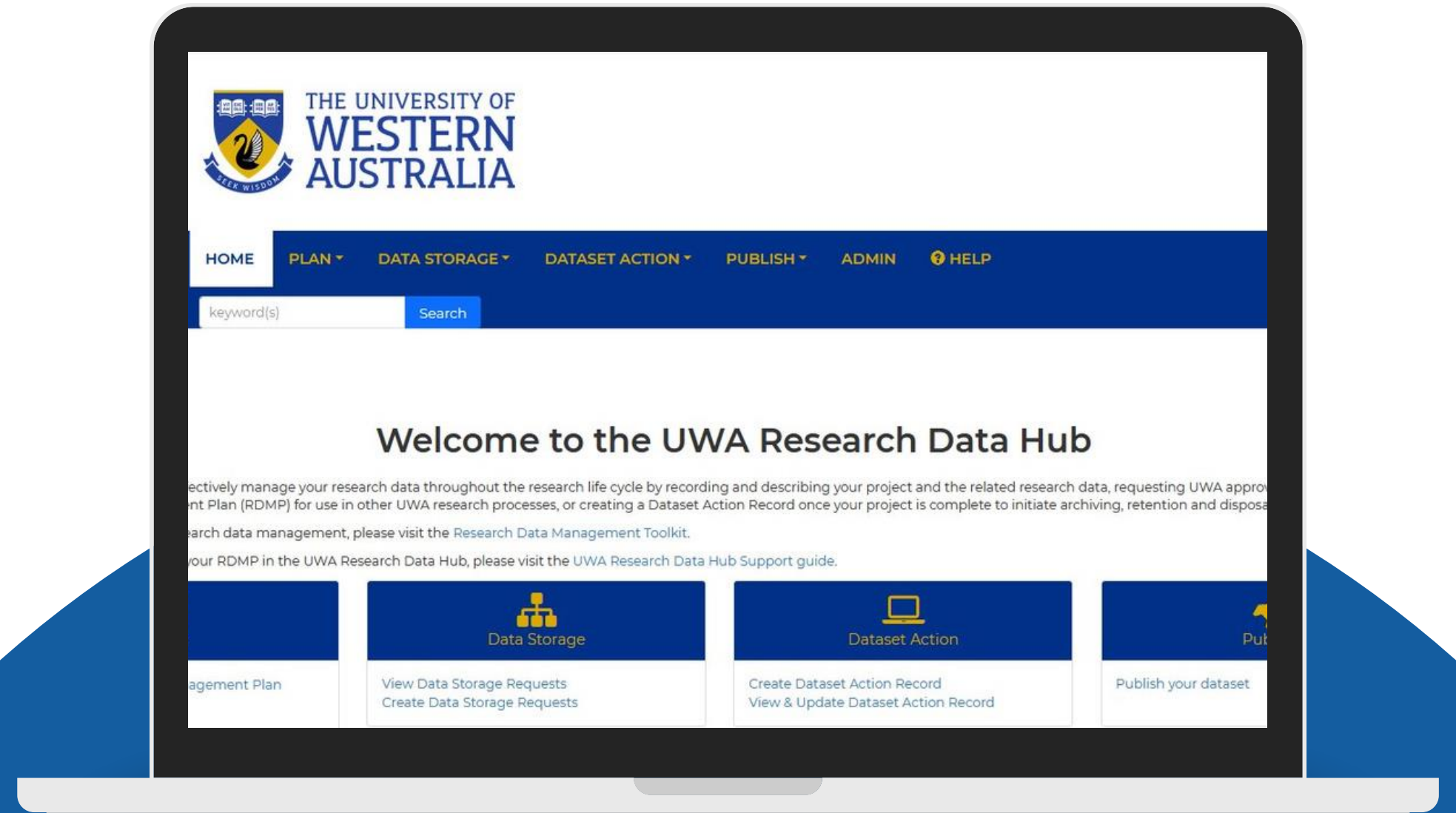




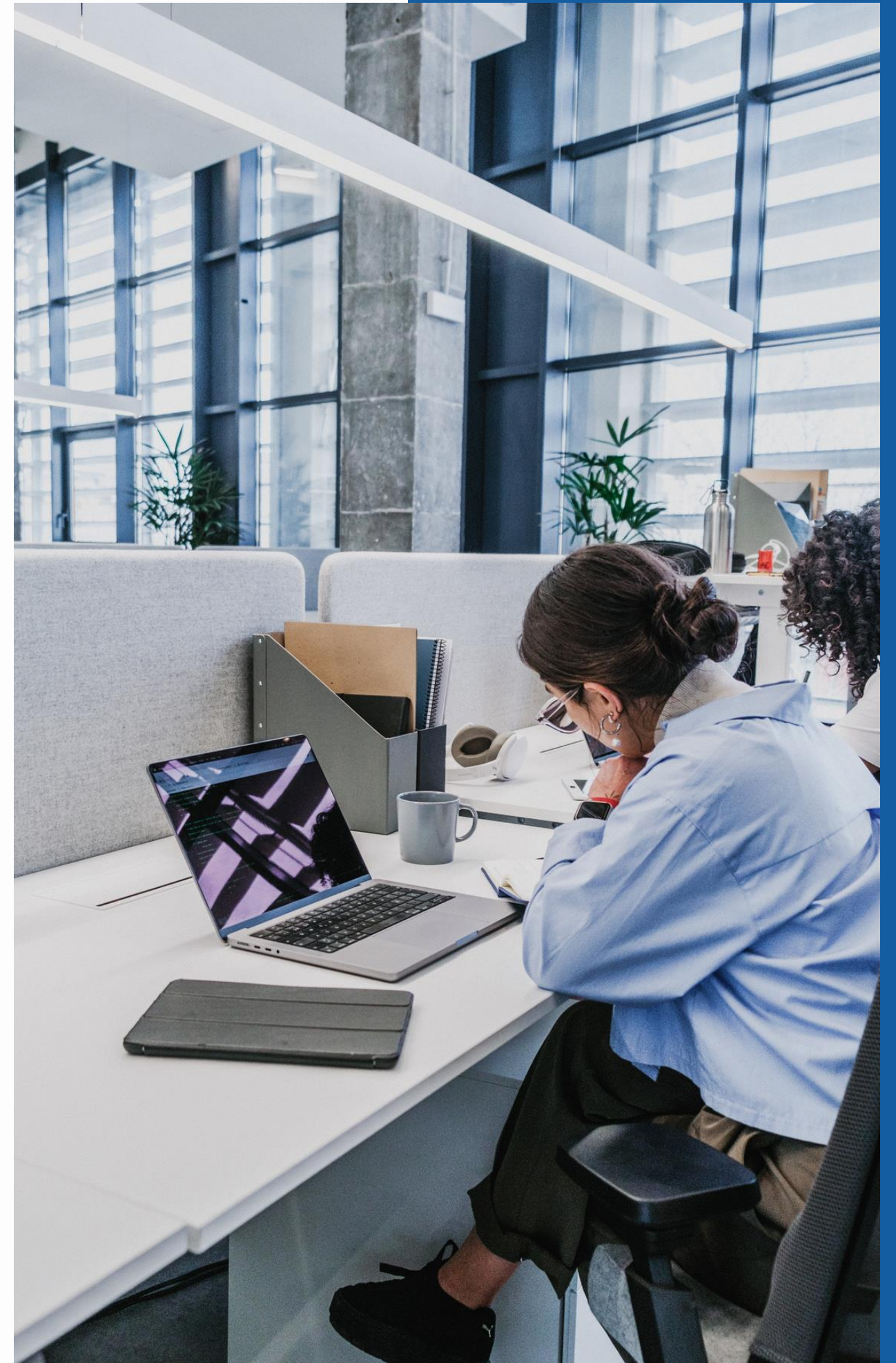
UWA Research Data Hub

Katina Toufexis
Research Data Coordinator
Research Publication & Data Services
UWA Library



Overview

- ▶ Timeline
- ▶ Why?
- ▶ How?
- ▶ Research Data Hub interface
- ▶ How the Hub works
- ▶ Enhancements on the horizon
- ▶ Support/Guide
- ▶ Uptake



Our RDMP journey



Released UWA's
**Static
RDMP**

2012



**UWA
Research
Data
Strategy**

2019



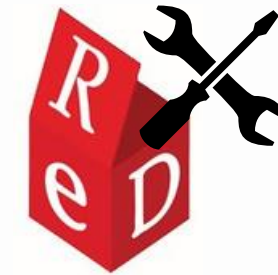
Joined the
**ARDC
Institutional
Under-
pinnings
Activity**

2021



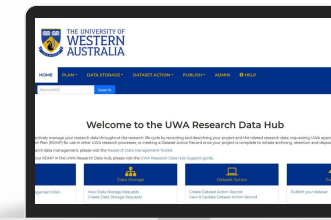
Defining an
**Integrated
DMP Tool
at UWA**

2022



Customising
ReDBox

2023



Rollout of the
**Research
Data Hub**

2024



Enhancements
for the
**Research
Data Hub**

2025

Benefits

of upgrading our Research Data Management Planning system

01

Improve the quality and number of Research Data Management Plans (RDMPs)

02

Easier for researchers to complete RDMP and request UWA approved data storage

03

Integration with existing research processes

04

Research data managed across the lifecycle – new dataset form (retention period)

05

Enhanced reporting for research data management



01

UWA Research Integrity Policy

02

Code of Conduct for Responsible Research

03

ARC and NHMRC requirements

04

UWA Human Ethics approval process

05

HDR proposals

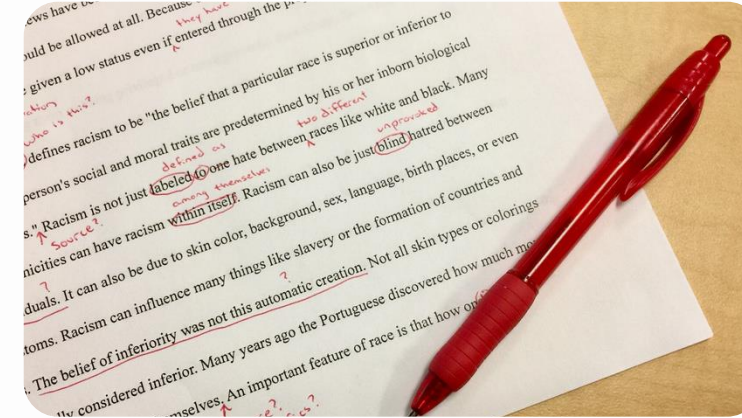
RDMP issues Prior to ReDBox



**Monitoring Usage
is impossible**



**Metadata not
linked to RDMP**



**Qualtrics RDMP
can't be updated**



**Governance
requirements may
not be met**



**Retention period is
unknown**



**'Orphaned' data
when researchers
leave UWA**

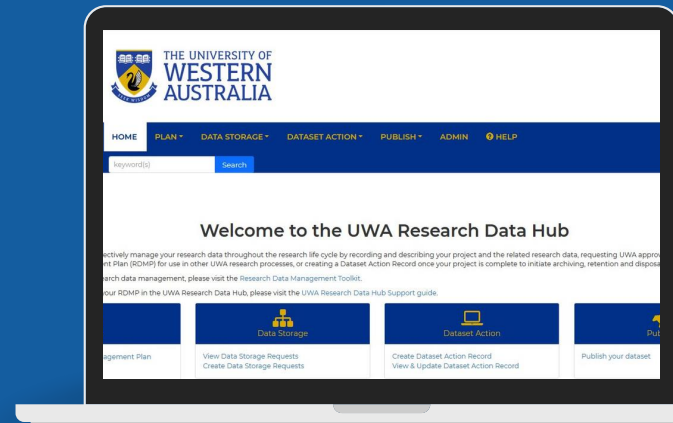


**UWA research
data storage
requirements are
increasing**

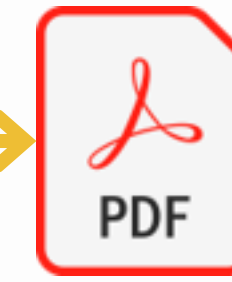
How the Hub works

UWA Research Data Hub

SSO



Plan



PDF



HDRhub

Welcome to UWA ROAP



Person Data - HR & student systems
Project Data - HR & Grant systems



Data Storage

servicenow



IRDS



AlescoData



Dataset Action



UWA Research Data Hub



THE UNIVERSITY OF
**WESTERN
AUSTRALIA**

HOME

PLAN ▾

DATA STORAGE ▾

DATASET ACTION ▾

PUBLISH ▾

ADMIN

HELP

keyword(s)

Search

Welcome to the UWA Research Data Hub

You can use the Hub to effectively manage your research data throughout the research life cycle by recording and describing your project and the related research data, requesting UWA approved data storage, creating a Research Data Management Plan (RDMP) for use in other UWA research processes, or creating a Dataset Action Record once your project is complete to initiate archiving, retention and disposal of the data.

For information about research data management, please visit the [UWA Research Data Management Toolkit](#).

For guidance on creating your RDMP in the UWA Research Data Hub, please visit the [UWA Research Data Hub Support guide](#).



Plan

Create Research Data Management
Plan (RDMP)
View & Update RDMP



Data Storage

View Data Storage Requests
Create Data Storage Requests



Dataset Action

Create Dataset Action Record
View & Update Dataset Action Record



Publish

Publish your dataset

UWA Research Data Hub

RDMP Template

The screenshot shows the UWA Research Data Hub interface. At the top left is the UWA logo and name. A navigation bar contains links for HOME, PLAN, DATA STORAGE, DATASET ACTION, PUBLISH, ADMIN, and HELP. Below this is a search bar with the text 'keyword(s)' and a 'Search' button. On the left side, there is a vertical menu with options: Introduction, Project (highlighted), People, Data description, Data storage, Ethics, Upload attachments, Data Storage Requests, and Save. The main content area is titled 'Project / Activity overview' and includes a sub-header 'This section is about the research project/activity.' Below this are several form fields: 'RDMP ID' with a note that it is auto-populated; 'ROAP Grant Application ID (if applicable)' with a dropdown menu; 'Project/Activity Name (*)' with a text input field; 'Short Project/Activity name (maximum 8 characters) (*)' with a text input field; 'UWA School/Centre/Institute (*)' with a dropdown menu; and 'Project/Activity Description (*)' with a text area.

This close-up view shows four specific form fields from the RDMP template. The first is 'Start date (*)' with a date picker showing 'Choose date'. The second is 'End date (*)' with a date picker showing 'Choose date'. The third is 'Funding source' with a dropdown menu showing 'Select a valid value'. The fourth is 'Is this a Higher Degree Research (HDR) project? (*)' with radio buttons for 'Yes' and 'No', where 'No' is selected. Below this are 'FoR Codes' with checkboxes for '30 - AGRICULTURAL, VETERINARY AND FOOD SCIENCES' and '31 - BIOLOGICAL SCIENCES'.

UWA Research Data Hub

RDMP Template



THE UNIVERSITY OF
WESTERN
AUSTRALIA

[HOME](#) [PLAN](#) [DATA STORAGE](#) [DATASET ACTION](#) [PUBLISH](#) [ADMIN](#) [HELP](#)

keyword(s)

[Introduction](#)

[Project](#)

[People](#)

[Data description](#)

[Data storage](#)

[Ethics](#)

[Upload attachments](#)

[Data Storage Requests](#)

[Save](#)

People

This section identifies the people associated with the research project and its data. Start typing a name to see a list of possible matches for UWA staff and HDR students/candidates. If you can't find someone, check their name as it is recorded for their UWA account. You can only select someone who is external if they have a guest/visitor UWA account.

Please advise any people you have listed on the RDMP as they will receive a notification once you have submitted the form.

Each UWA person selected can view the RDMP; Coordinating Supervisors and Investigators cannot edit the RDMP. Each role type also determines the data storage access rights (expand each role to view more) if the RDMP is submitted to request digital storage provisioning.

UWA Chief Investigator (CI) (*) ?

Name	<input type="text" value="Katina Toufexis"/>	Email	<input type="text" value="katina.toufexis@uwa.edu.au"/>	ORCID	<input type="text" value="0000-0002-6514-2988"/>
------	--	-------	---	-------	--

UWA Investigators ?

Name	<input type="text" value="Select a valid value"/>	Email	<input type="text"/>	ORCID	<input type="text"/>
------	---	-------	----------------------	-------	----------------------

Non-UWA Investigators ?

Name	<input type="text"/>	Email	<input type="text"/>	ORCID	<input type="text"/>
------	----------------------	-------	----------------------	-------	----------------------

RDMP administrators (*) ?

Name	<input type="text" value="Select a valid value"/>	Email	<input type="text"/>	ORCID	<input type="text"/>
------	---	-------	----------------------	-------	----------------------



UWA Research Data Hub

RDMP Template



THE UNIVERSITY OF
WESTERN
AUSTRALIA

HOME

PLAN ▾

DATA STORAGE ▾

DATASET ACTION ▾

PUBLISH ▾

ADMIN

HELP

keyword(s)

Search

Introduction

Project

People

Data description

Data storage

Ethics

Upload attachments

Data Storage Requests

Save

Data description

This section is about the data of the research project/activity.

Description of data collection (*) ⓘ

Type of data (*)

Both physical and digital data ▾

Are you doing research in any of these countries listed on the [Australian Government's Department of Foreign Affairs and Trade \(DFAT\) website?](#) (*)

Yes

No

If yes, please list which country/countries? (*)

Who will own the copyright and intellectual property of the research data? (*) ⓘ

Unknown or still to be decided ▾

Type of data (*)

Both physical and digital data ▾

Digital data

Both physical and digital data

Physical data

Who will own the copyright and intellectual property of the research data? (*) ⓘ

Unknown or still to be decided ▾

The University

Higher Degree Research candidate

Joint ownership between the University and external parties

External parties only (i.e. the University is not an owner)

Unknown or still to be decided

of the following:

UWA Research Data Hub

RDMP Template

Research Data Management Toolkit

LibGuide

Introduction

Project

People

Data description

Data storage

Ethics

Upload attachments

Data Storage Requests

Save

Data sensitivities

Type of sensitivities: (*) ?

Highly Restricted

Please select if your data will or may potentially include any of the following:

- Personal Identifiable Information (PII) - Health or medical
- Personal Identifiable Information (PII) - Genetic or biometric
- Personal Identifiable Information (PII) - Political, sexual, or criminal options
- Involves a clinical trial
- Information related to animal/human ethics research
- Legal privileged information - advice/consult on legal actions/cases
- Commercially sensitive data to UWA and/or a supplier
- Culturally sensitive data - e.g. Aboriginal sacred sites
- Information pertaining to a minor
- Dual use military purposes
- Involves data or assets subject to the Security of Critical Infrastructure Act 2018

Confidential Restricted

Please select if your data will or may potentially include any of the following:

- Personal identifiable information (PII) - demographics, geolocations, contact info
- Payroll details
- Contracts
- Tenders
- Agreements

Confidential Information

Please select if your data will or may potentially include any of the following:

- Data collected from animals
- Internal University data
- Working (active) research data
- Other

Public

Please select if your data is classified as one of the following:

- No sensitive content
- Able to published unaltered immediately
- Anonymised sensitive data

Data Classification Type (*) ?

This field will be automatically populated once you select some data sensitivities above.

Data sensitivity

Research data may contain confidential or other sensitive information. It is important that you understand the level of sensitivity of your data so that it can be stored and shared appropriately (as outlined in the [Store active data](#) tab). The data sensitivity classifications used in the University have been adapted with permission from the UWA Information Protection Classification Guide produced by Information Governance.

The UWA IP Classification scheme is a 4 level scale, with 1 being the least restrictive and least valued information and 4 being the greatest value and needing the most protection.

Level	Classification	Description	Examples	Who can access it
1	Public	Information that is Public is intended, or available, for release to the public. This classification includes information made available to read or download from our websites, and Open data (where the University publishes research data for manipulation by the public). Information classified as Public can be restricted both earlier in its lifecycle (e.g. before publication) and/or later once it has been removed from access by the public. Public information by default will have an insignificant consequence to the University, third parties or research subjects if unauthorised access occurs.	Data is either not sensitive and can be published unaltered or is sensitive data which has been irreversibly de-identified and has no other consequences associated with it being made public (e.g. reputational damage, commercially sensitive or contractual).	Members of the public.
2	Confidential	Information that is Confidential is intended for use by a discrete group of users (for example, UWA staff, or a research group that may include higher degree by research students and/or selected external collaborators). This type of information is protected by requiring authentication using the standard UWA account (e.g. Uni ID). This will be the default classification for all information unless another classification is applied and should be seriously considered for most information to support the UWA Information Governance Framework Information Principle 6 which states that "Information will be Accessible; collaboration and sharing will be promoted and enabled by default". This supports the idea of open by default and restricted by exception which enables re-use of information, transfer of knowledge and minimisation of rework; and promotes cross function collaboration and understanding. Unauthorised access will have limited or minor consequences or impacts on the University, third parties or research subjects.	Data collected from animals, internal University data, working research data.	Research group/ collaborators only, with password protection.
3	Confidential Restricted	Information that is Confidential Restricted is intended for use by a discrete group of users with a business need based on their organisational function (for example, specific UWA staff and higher degree by research students only). This will usually be based on either the function of their role (e.g. Payroll for pay details), a specific project / initiative they are part of or the seniority of the staff member (e.g. Director, Senior Leadership team). Examples of this include such things as payroll details, some contracts, tenders and agreements and in general anything which contains Personally Identifiable Information (PII). Information to be released outside its designated access will need to be approved by the appropriate authority such as the Information Steward, or Business System Owner. Unauthorised access to Confidential Restricted information could have moderate consequences or impacts on the University, third parties or research subjects.	Identifiable data, e.g. personal name and contact details, geospatial coordinates	Researchers who collected the original data
4	Highly Restricted	Information that is Highly Restricted is intended for use by a discrete group of users with a specific business need based on their individual role (often at an Executive level) or those with a very specific role which is related to that type of information (e.g. data used for double blinding researchers). Highly restricted information often contains sensitive personal information, legally privileged information, commercially sensitive information to UWA and/or a supplier, or information relating to animal/human ethics for research. Release of highly confidential information outside its designated access will need to be approved by an appropriate authority such as the Information Steward, Business System Owner or in some cases a specific named individual or role who has a legal responsibility for that information. Unauthorised access to Highly Restricted information by default will have a major or catastrophic consequence to the University, third parties or research subjects if unauthorised access occurs. Information that would have a catastrophic consequence to the University and research subjects if unauthorised access occurs would be handled differentially by controls around access (e.g. location, storage, and permissions) from that with a major consequence, where required.	Culturally sensitive data, data pertaining to minor or at-risk participants, e.g. Indigenous, children, people with a disability, people living under politically unstable regimes, war zones	Chief investigator only

The ratings (Insignificant, minor, moderate, major and catastrophic) are qualitative measures of consequence used similarly to those used by the UWA Risk Matrix (as approved by the UWA Risk and Audit Committee).

UWA Research Data Hub

RDMP Template

- Introduction
- Project
- People
- Data description**
- Data storage
- Ethics
- Upload attachments
- Data Storage Requests
- Save

Data sensitivities

Type of sensitivities: (*) ?

Highly Restricted

Start here: Does your data contain information that poses a threat to national security, or subject to regulatory controls? For example, Information subject to Defense Trade Controls legislation, sanctions, or Foreign Interference Awareness.

Yes → **Highly Restricted**

No ↓

Will the release of the data to unauthorised persons cause Major or Catastrophic damage to the University or research subjects? For example, survey responses about children, health and medical data for small populations.

Yes → **Highly Restricted**

No ↓

Will the release of the data to unauthorised persons cause Moderate damage to the University or research subjects? For example, identifiable survey responses, health and medical data.

Yes → **Confidential Restricted**

No ↓

Will the release of the data to unauthorised persons cause Minor damage to the University or research subjects? Common formats: working data, draft publications.

Yes → **Confidential**

No ↓

Will the release of the data to unauthorised persons cause insignificant damage to the University or research subjects? Common formats: websites, press releases, de-identified data, posters recruiting participants.

Yes → **Public**

No ↓

Does your data contain:

- Identifying information about people?
- Spatially sensitive information e.g., the location of endangered species, commercially sensitive geological or archaeological data?
- Culturally sensitive information, e.g., information relating to a cultural practice?
- Commercially sensitive information, e.g., a trade secret or patent?

Common formats: manuals, guides, user information

No → **Public**

Please select if your data is classified as one of the following:

- No sensitive content
- Able to published unaltered immediately
- Anonymised sensitive data

Data Classification Type (*) ?

This field will be automatically populated once you select some data sensitivities above.

Digital data storage

Introduction

Project

People

Data description

Data storage

Ethics

Upload attachments

Data Storage Requests

Save

Digital data storage

UWA researchers are required to store research data in UWA approved research data stores. (Research Integrity Policy, 8.B.1).

This section is about where the digital data will be stored for the research project/activity.

Due to current storage capacity issues with the IRDS, we will only be provisioning 2TB initially. If you need >2TB immediately, please contact hpc-admin@uwa.edu.au

UWA research data storage options (*) ⓘ

- New MS Teams/Sharepoint Research Site (ITB) - recommended for data up to 1TB in size and/or projects with external collaborators
- New Institutional Research Data Store (IRDS)
- External storage – approved exemption
- Existing UWA storage

Existing storage (*) ⓘ

IRDS storage volume (*) ⓘ

- 25GB
- 100GB
- 250GB
- 500GB
- 1000GB/1TB
- 2.5TB
- 5TB
- 10TB

Please describe your exemption justification including why it can't be stored on UWA storage and where is the store located? (*) ⓘ

Storage name for new location ⓘ

This field will be automatically populated when you save your RDMP form.

Ethics

Introduction

Project

People

Data description

Data storage

Ethics

Upload attachments

Data Storage Requests

Save

Ethics

Is ethics approval required? (*) 

- Yes - human
- Yes - animal
- No

ROAP Ethics application number (if commenced, can be added at a later stage) 

Information about ethical considerations relevant to this project and how they will be managed 

Will you need to seek consent from project participants to share data collected in this project? (*)

- Yes
- No

Dataset Action Record



[HOME](#) [PLAN ▾](#) [DATA STORAGE ▾](#) [DATASET ACTION ▾](#) [PUBLISH ▾](#) [ADMIN](#) [HELP](#)

keyword(s)

[CREATE DATASET ACTION RECORD](#)

[VIEW & UPDATE DATASET ACTION RECORD](#)

[Introduction](#)

[Associated Project](#)

[People](#)

[Dataset Description](#)

[Data Retention Period](#)

[Data Location](#)

[Save](#)

Create a dataset action record at the end of your project

At the end of your research project/activity, it's important to finalise your data just as you would close out other aspects such as final reports, funds acquittal, etc. Please note that future requests for new data stores may be impacted if you have past data stores that have not been closed out appropriately. This form can also be used to finalise datasets related to publications in mid-project, and need to be maintained for verification purposes.

First, make sure your data is organised in a logical and consistent manner within your electronic and/or physical data store.

Archiving data that is no longer regularly accessed, allows the University to effectively manage and sustain its data storage platforms. It also ensures your final research data is retained according to legislation and UWA policies.

This form will guide you through requesting archiving of data no longer active (and future disposal), reusing the data for future projects, and/or publishing the data. Please allow sufficient time to complete the form. Partially completed forms are unable to be saved. The Dataset Action Record can only be saved if all the mandatory fields (indicated by *) have been completed. Information to help you complete the fields is found by clicking on the black help ? icon next to the title of the field.

If you completed a Research Data Management Plan (RDMP) at the beginning of your project/activity, the relevant information can be copied across to this form. Please update anything that may have changed since the RDMP was last modified. You can create multiple dataset forms from a single RDMP if you have multiple datasets within your project.

For information about research data management for completed data, please visit the [Research Data Management Toolkit](#). For guidance on creating your Dataset Action Record in the UWA Research Data Hub, please visit the [UWA Research Data Hub Support guide](#).

[Next](#)

[Save](#)

[Save & Close](#)

[Close](#)

Dataset Action Record

Introduction

Associated Project

People

Dataset Description

Data Retention Period

Data Location

Save

Why was the data collected?

This section describes the context in which the Dataset was produced: namely the research project/activity that it was produced by. Where there is a Research Data Management Plan (RDMP) for the research project/activity, please identify it below. For datasets produced by older research projects/activities that did not have a RDMP, one does not need to be identified.


Research Data Management Plan related to this record 

Search by name Name


Reset

RDMP ID 

Project/Activity Name (*) 


ROAP Grant Application ID 

Select a valid value

Funding source (if applicable) 

Enter a valid value



Is this a Higher Degree Research (HDR) project? (*) 

Yes

No

FoR Codes 

30 - AGRICULTURAL, VETE

31 - BIOLOGICAL SCIENCES

UWA School/Centre/Institute (*) 

Select a valid value

Actual project end date (*)

Choose date



Dataset Action Record

Introduction

Associated Project

People

Dataset Description

Data Retention Period

Data Location

Save

Who was involved?

UWA Chief Investigator (CI) (*) ⓘ

Name

Select a valid value

Name is required

Email

ORCID

Previous

Next

Save

Save & Close

Close

Dataset Action Record

Introduction

Associated Project

People

Dataset Description

Data Retention Period

Data Location

Save

What is the dataset about and what needs to happen to it next?

You can group different data from the research project/activity into a single dataset. For example, all the data that supports a publication should be grouped together. Data that has the same level of sensitivity or retention period can be grouped together.

Dataset title (*) ⓘ

Dataset Description (*) ⓘ

Type of data (*)

Who owns the copyright and intellectual property of the research data? (*) ⓘ

Type of sensitivities: (*)

Highly Restricted

Please select if your dataset

- Personal Identifiable Information
- Personal Identifiable Information
- Personal Identifiable Information
- Involves a clinical trial
- Information related to a

Archiving and disposal (*) ⓘ

- The dataset will be published and doesn't need to be archived
- The dataset needs to be available for peer review in preparation for a journal publication before it is archived or published
- The dataset can be archived and nobody will need to access this data in the future
- The dataset can be archived and it may need to be accessed occasionally in the future
- The dataset can be archived and a copy is being used in a different research project
- The dataset in its current data storage location will be used in a future project/activity and I will submit a new RDMP for this new project/activity
- The dataset metadata can be published in the UWA Profiles and Research Repository

Previous

Next

Save

Save & Close

Close

Dataset Action Record

Introduction

Associated Project

People

Dataset Description

Data Retention Period

Data Location

Save

What is the applicable minimum retention period? (*) ?

Earliest possible disposal date of this dataset (*) ?

Introduction

Associated Project

People

Dataset Description

Data Retention Period

Data Location

Save

Where is the data? (*)

Type

Location

Notes

?

Enter

Software/equipment used to create/collect the data ?

Software/equipment used to manipulate/analyse the data ?

Previous

Next

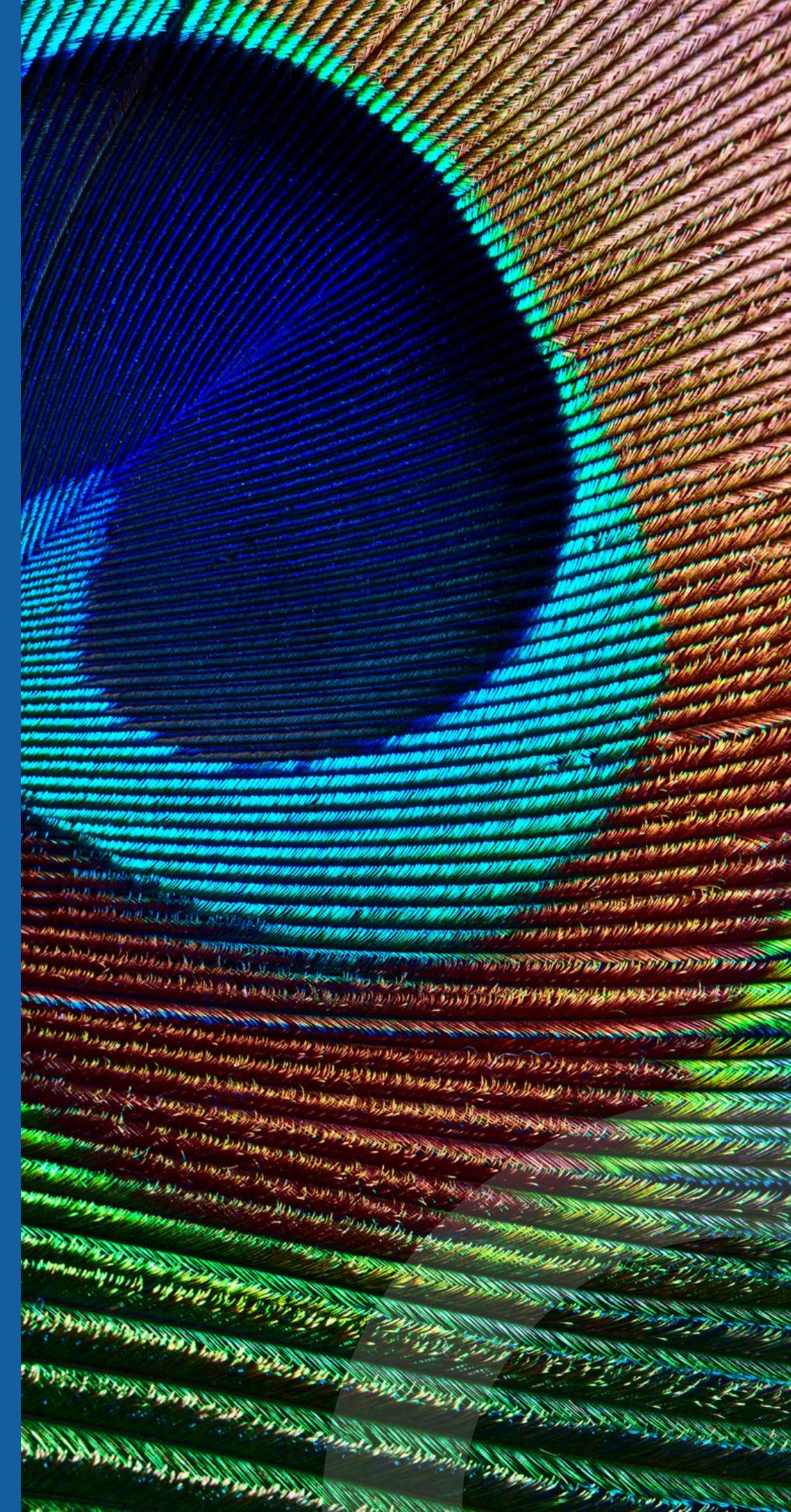
Save

Save & Close

Close

Enhancements

- Revert Storage Requests
- Improve search functionality
- Delete records (admin)
- Automated emails improvements
- Save RDMP in draft
- Changing some fields



UWA Research Data Hub Support

<https://guides.library.uwa.edu.au/researchdatahub>

UWA Research Data Hub Support

Guidance for creating a research data management plan (RDMP) and requesting UWA approved data storage.

Search this Guide

- UWA Research Data Hub
 - UWA Research Data Hub
 - Introduction
 - What is a RDMP
- How to create a RDMP
- How to edit your RDMP
- Request UWA approved data storage
- Finalise your data at end of project
- Publish your data
- FAQs
- Support

UWA Research Data Hub



Welcome to the UWA Research Data Hub

To log in, go to the [UWA Research Data Hub](#).

You will be prompted to sign in with your UWA [staffnumber@uwa.edu.au](#) (for staff) or [studentnumber@uwa.edu.au](#) (HDR students) and your Uni ID.

HOME PLAN * DATA STORAGE * DATASET ACTION * PUBLISH * ADMIN

Welcome to the UWA Research Data Hub

You can use the Hub to effectively manage your research data throughout the research life cycle by recording and describing your project and the related research data, requesting UWA approved data storage, creating a Research Data Management Plan (RDMP) for use in other UWA research processes, or creating a Dataset Action Record once your project is complete to initiate archiving, retention and disposal of the data.

For information about research data management, please visit the [Research Data Management Toolkit](#).

For guidance on creating your RDMP in the UWA Research Data Hub, please visit the [UWA Research Data Hub Support guide](#).

[Proceed to the dashboard](#)

Introduction

The UWA Research Data Hub's purpose is to provide research staff and HDR students with assistance to effectively manage their research data throughout the research life cycle by providing a place to record and describe their project and the related research



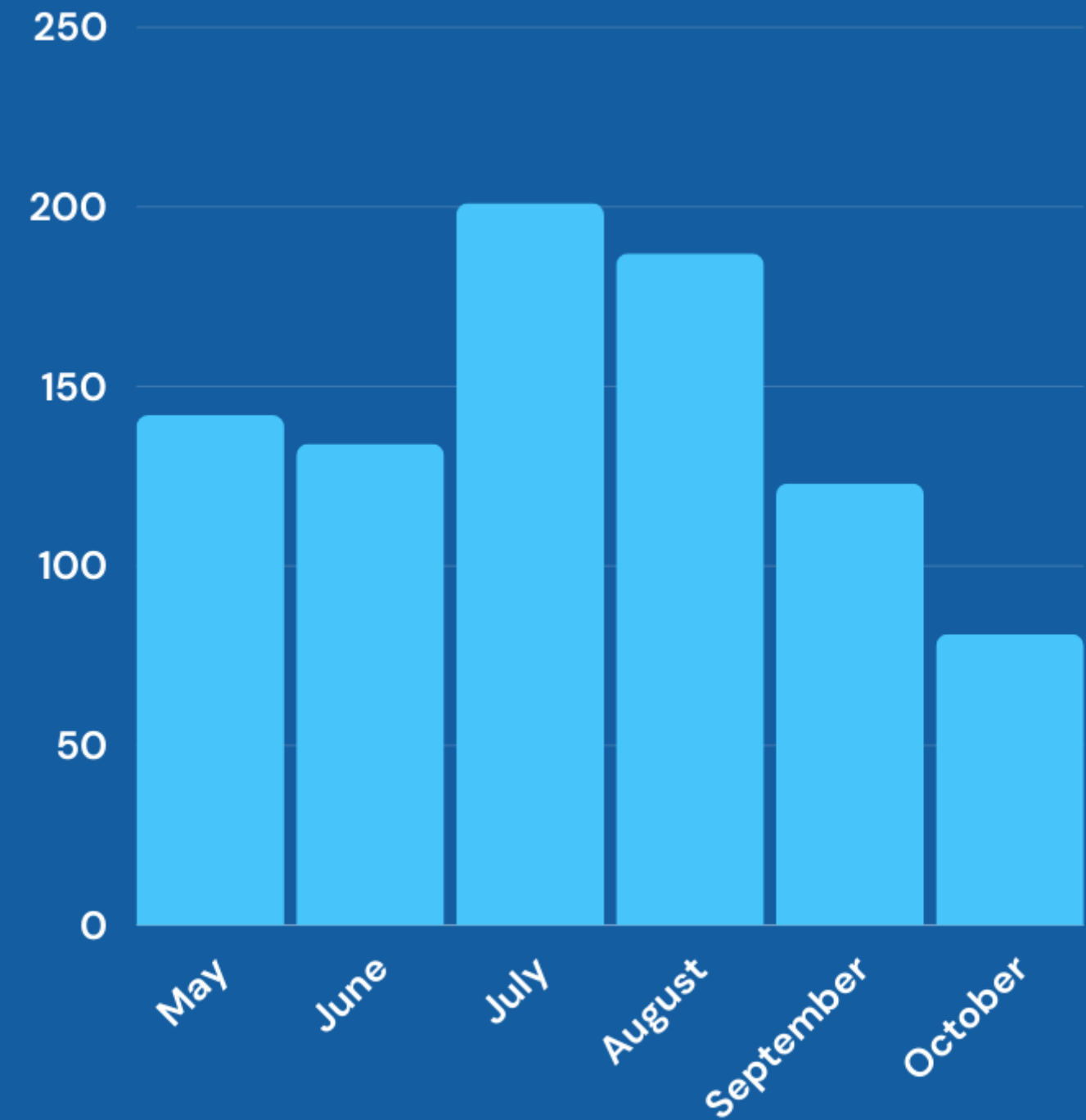
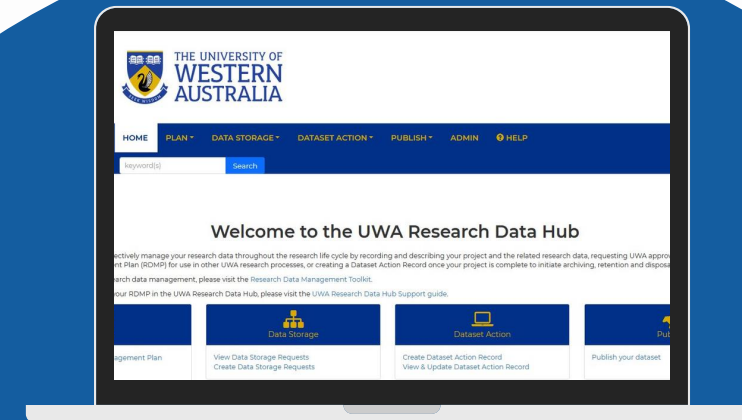
RDMPs at UWA

Since go-live (nearly 6 months) 870 RDMPs created.

- 610 Students
- 260 Staff

IRDS Storage requests
> 250

MS Teams Storage
> 370



RDMPs at UWA

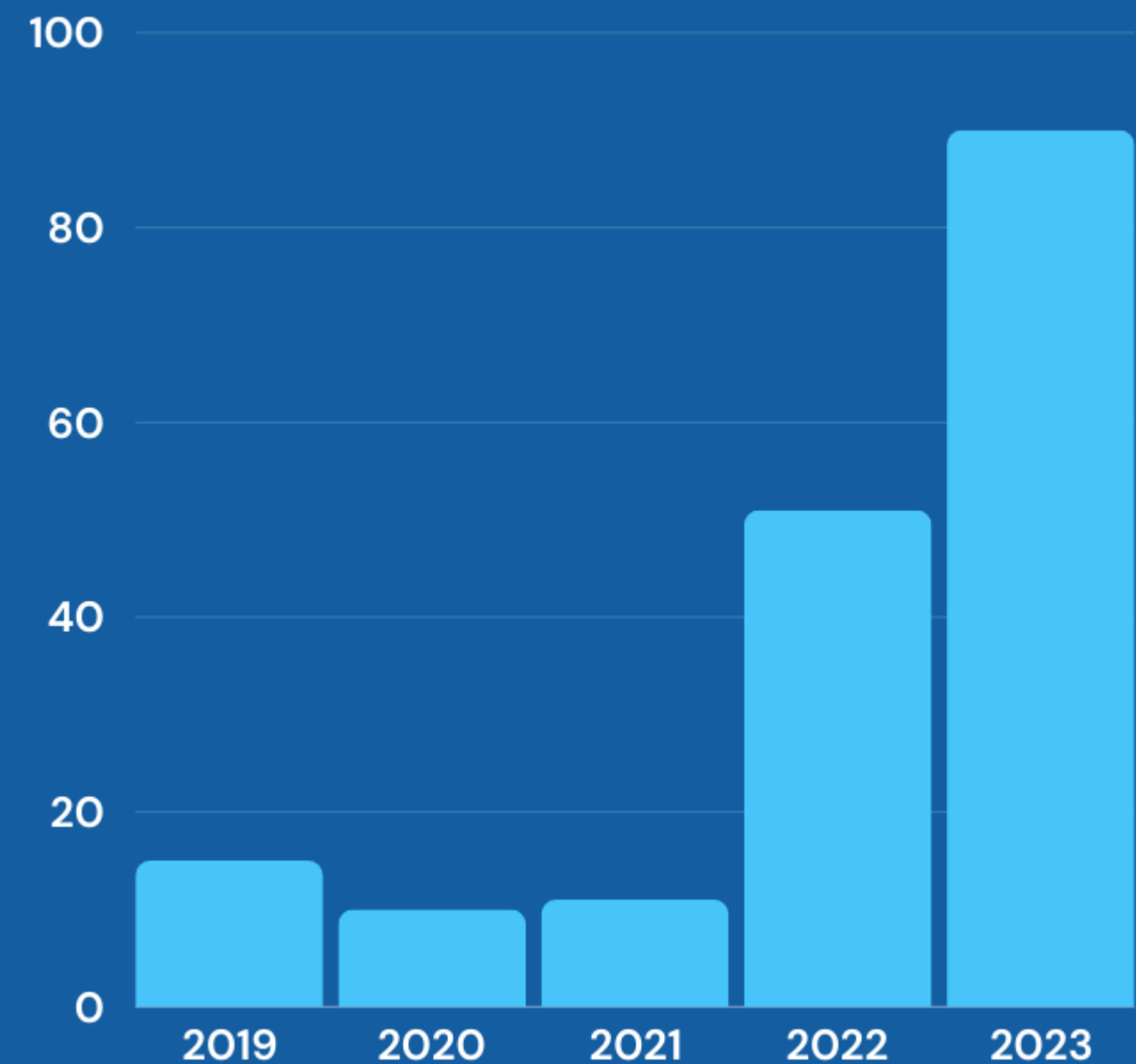
Use of the existing RDMP tool at UWA, 2019-2023

UWA researchers have had access to an RDMP tool for 10 years. Although use of the existing RDMP tool has been increasing in recent years, it was only used by 90 researchers in 2023 with 70 of these being completed by HDR students. And HDR students completed 41 out of 51 in 2022.

In comparison with new research data storage requests (approx. 350 in 2023), that's only 25%.

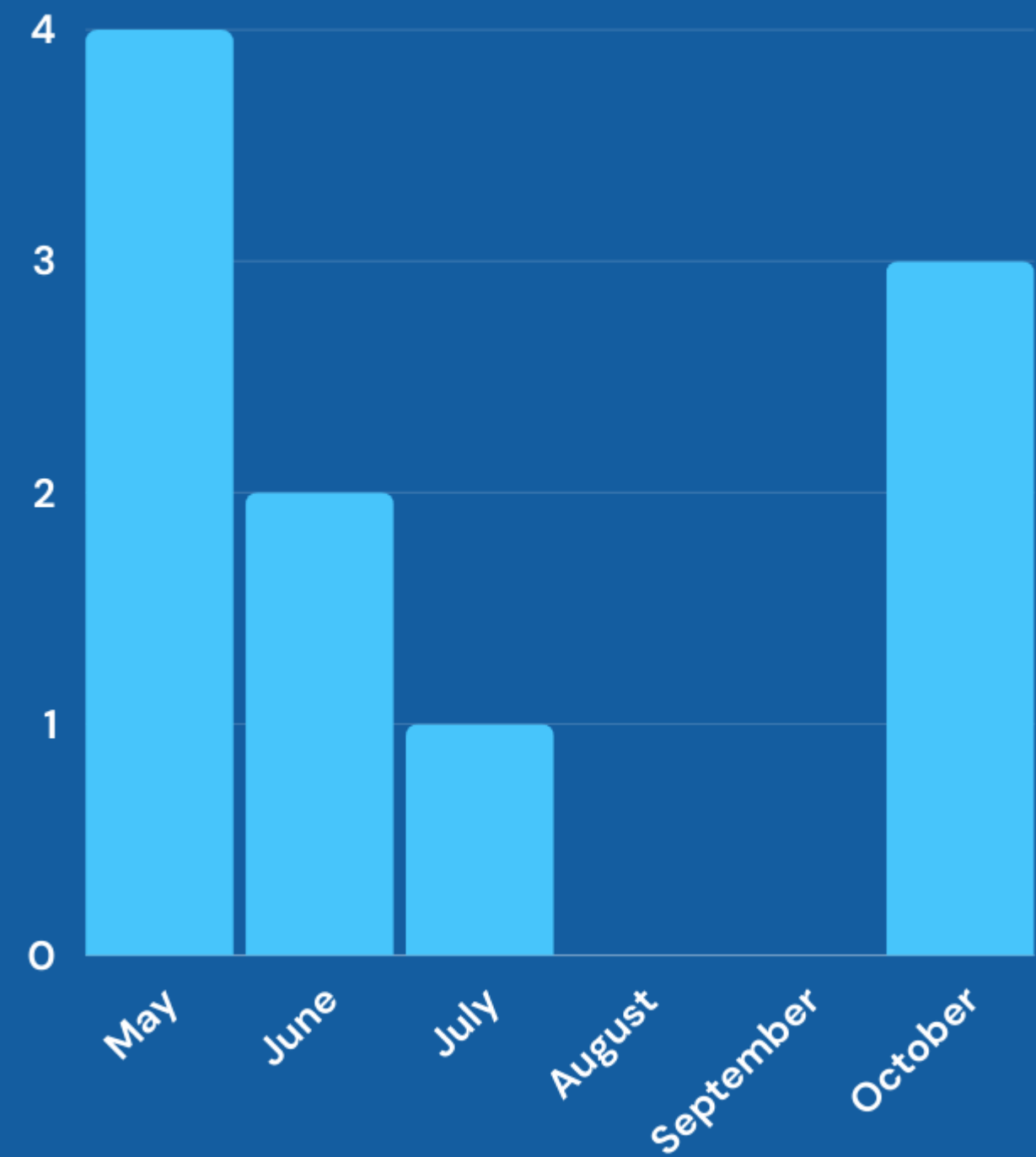
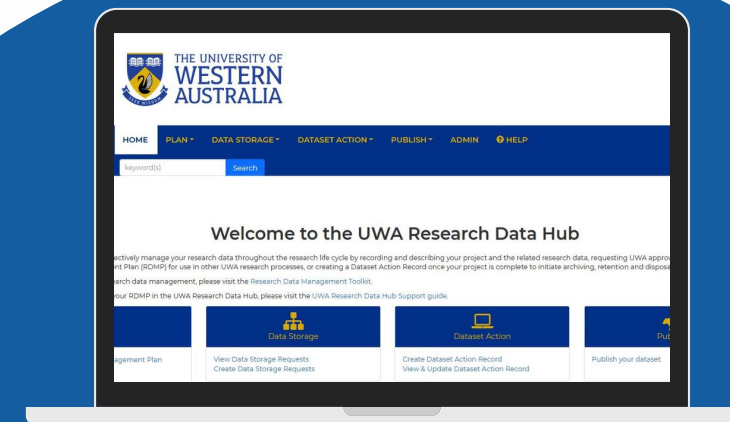
Built in Qualtrics, the old DMP it was unable to be edited once completed and stood alone from other UWA systems.

qualtrics^{XM}

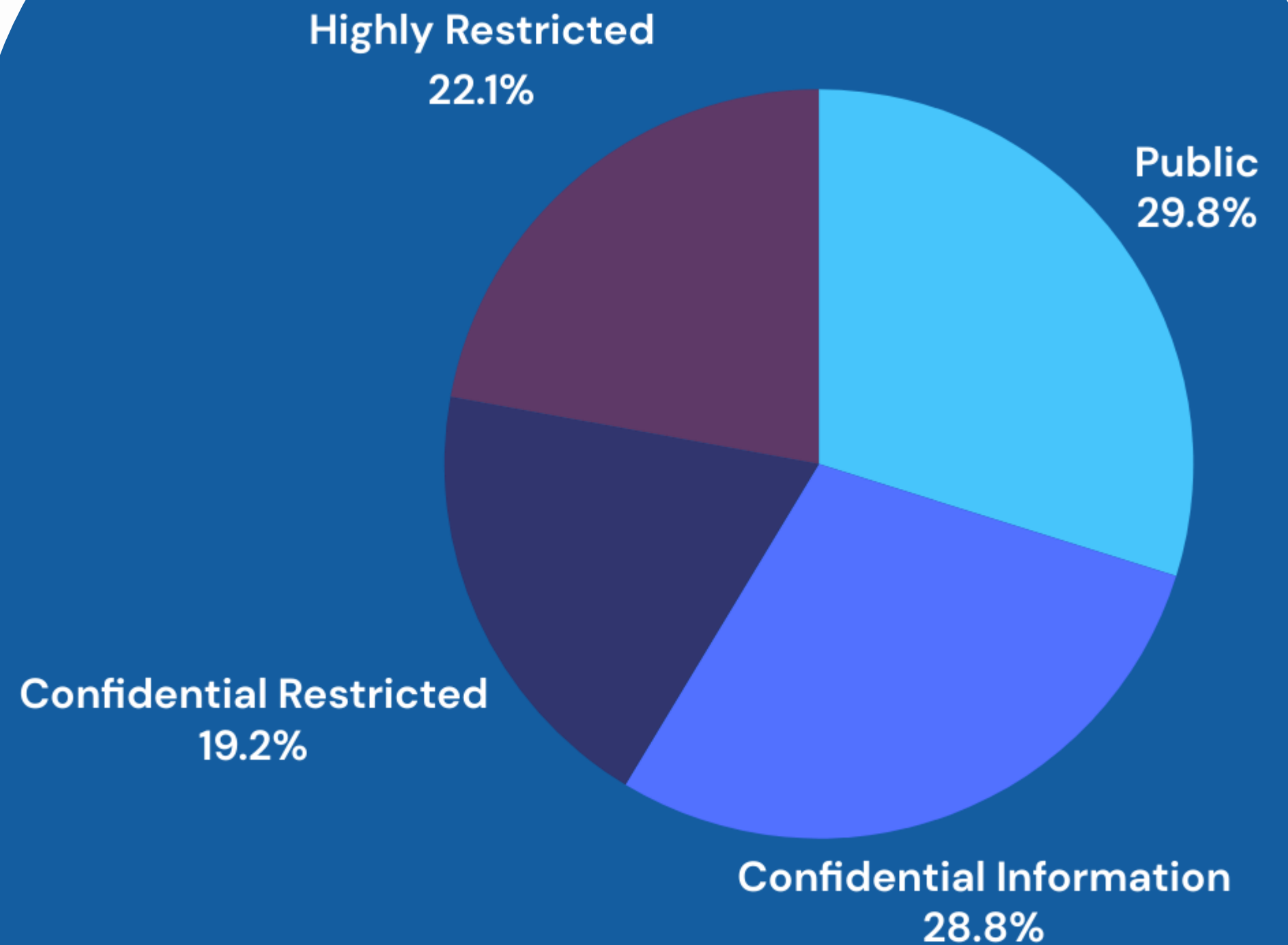
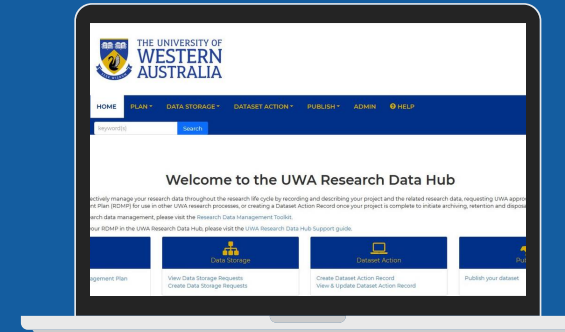


Dataset Action Records

- Only a few created
- DVCR email to all current IRDS users



Highest Data Classification



FEEDBACK

'One of the best laid out UWA sites!'

'Looks like it's complex thing to get under control, but it does need some more structure and processes.'

'We are not as good as we should be with our data storage stuff... I really like that it has the data throughout the whole life cycle... I think it's going to be really useful.'

'It's sending a really clear message that there is an end date (to the data) and that something needs to be done. So this is such a good step.'

'This is quicker and there's less technical information required. It [the old RDMP] seemed to have a bit of repetition and a lot of stuff that I wouldn't need for my project.'

Our Team



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