



# UNSW Research Data Management online Training (RDMoT) Experience

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A purple puzzle piece logo with the text 'TRAINING (RDMoT)' inside.

TRAINING  
(RDMoT)

# Overview

- Context Setting
- RDM@UNSW and RDM online Training
- Next Steps

# Key Policies and documents



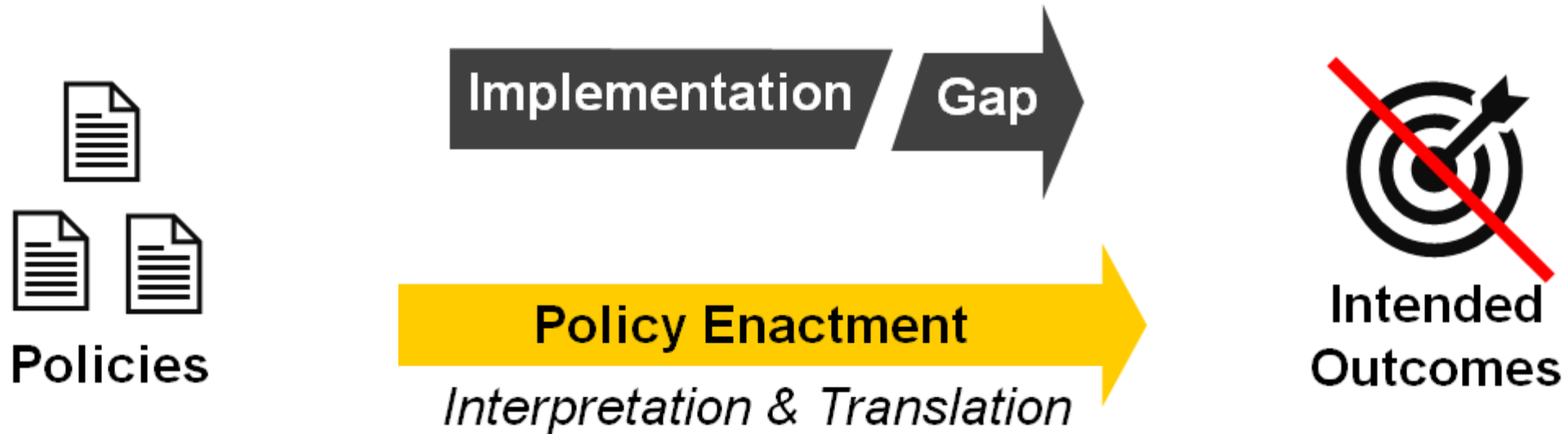
## Research Data Governance & Materials Handling Policy

Version	Approved by	Approval date	Effective date	Next review
1.0	President and Vice-Chancellor	18 April 2019	18 April 2019	April 2022
<b>Policy Statement</b>				
<b>Purpose</b>	<p>The UNSW <i>Research Data Governance &amp; Materials Handling Policy</i> ('the Policy') covers principles related to maintaining the integrity, security, quality, and proper usage of research data and materials ('research data') at UNSW.</p> <p>The purpose of the Policy is to:</p> <ul style="list-style-type: none"> <li>Outline the requirements and roles and responsibilities associated with access, retrieval, storage, disposal, and backup of UNSW research data and materials</li> <li>Provide best practice measures to enable compliance with the requirements</li> <li>Ensure that UNSW complies with applicable laws, regulations, and operational standards.</li> </ul>			
<b>Scope</b>	<p>The Policy applies to:</p> <ul style="list-style-type: none"> <li>All UNSW Researchers and Research Trainees, staff, contractors, consultants, and external parties engaged in research activities associated or affiliated with UNSW</li> <li>All research data and materials used or generated at UNSW or during UNSW affiliated research</li> <li>Research data and materials in any form, including but not limited to, print, electronic, audio visual, backup and archived data.</li> </ul>			
<b>Policy Provisions</b>				

## Supporting/Related Documents

- Data Governance Policy
- Data Classification Standard
- Data Handling Guidelines
- UNSW Privacy Management Plan
- UNSW Research Code of Conduct
- Authorship and Resolving Disputes Between Authors Procedure
- Cold Storage Procedure
- Collibra Data Governance Centre: <https://unsw.collibra.com>
- Conflict of Interest Policy
- Handling Allegations of Research Misconduct Procedure
- Handling Research Material & Data Procedure
- Information Security Management System
- Insider Trading Policy
- Intellectual Property Policy
- IT Security Policy – Information Security Management System (ISMS)
- IT Security Standards
- Paid Outside Work by Academic Staff Policy
- Radiation Research Safety Procedure
- Recordkeeping Policy
- Research Export Controls Procedure
- Statement of Authorship and Location of Data Form
- UNSW Register of Delegations
- UNSW Risk Management Framework

# Policy Implementation?



# RDM Initiative Division of Research

PVC – Research Infrastructure  
*Steering Committee Chair*



**People**

- PVC-RT&E
- Research Technology Services



**Tools**

- PVC-RI
- IT
- Library



**Policy**

- Data Governance
- Research Integrity

**TRAINING  
(RDMoT)**

# Management of Data & Information in Research

## Responsibilities of Institutions

- Provision of training for researchers
- Ownership, stewardship and control of research data & primary materials
- Storage, retention & disposal
- Safety, security & confidentiality
- Access by interested parties
- Facilities

## Enablers



People



Tools



Policy

## Responsibilities of Researchers

- Retention & publication
- Managing confidential and other sensitive information
- Acknowledging the use of others' data
- Engagement with relevant training

# RDM@UNSW & RDM ONLINE TRAINING

TRAINING  
(RDMoT)

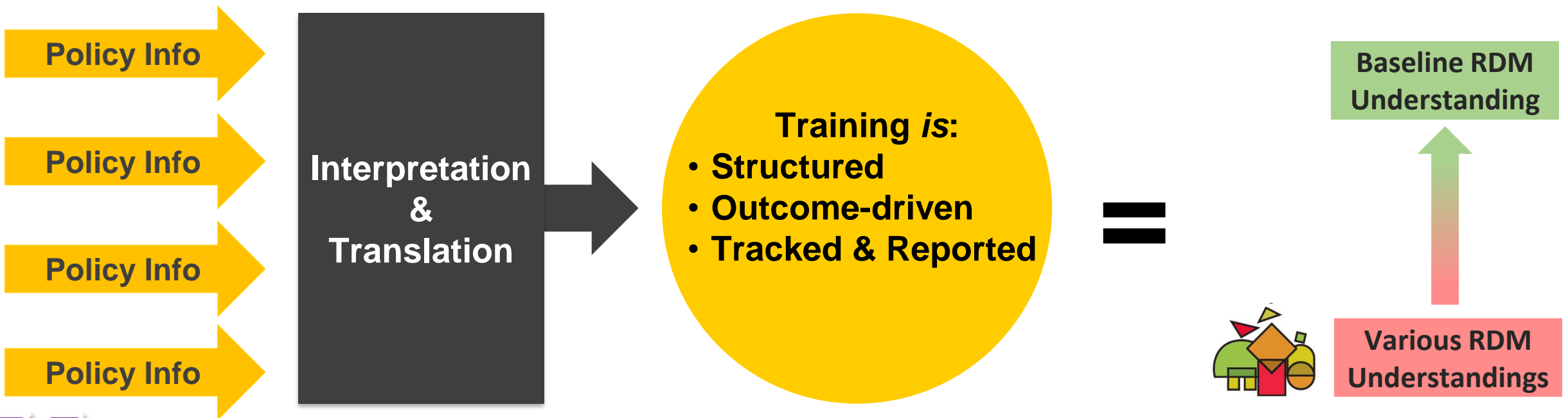


UNSW  
SYDNEY



# Training?

*“Regarding what constitutes training, we understand training as an activity with set learning objectives mapped to clear demonstrable learner outcomes”*  
Oo et al., forthcoming







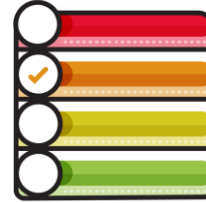
RDM@  
UNSW

A Single Point of Contact

[rdm@unsw.edu.au](mailto:rdm@unsw.edu.au)



TRAINING  
(RDMoT)



Classify all Research Data  
using **UNSW Data Classification**



Use **UNSW Supported Data Platforms** for Research Data



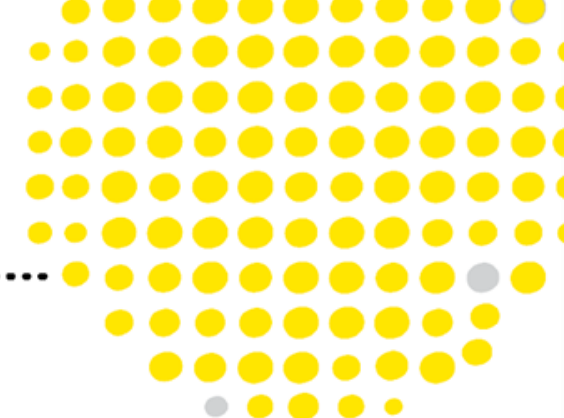
Have A '**Living**' **RDM Plan** for each  
UNSW Research Project



Complete Core **RDM online Training** Modules

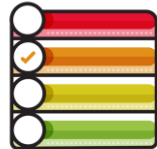


# RDMoT – Intro Module



**1945**  
Completions  
Since 2019

 Academic Staff



Classify all Research Data using  
**UNSW Data Classification  
Standard**



Use **UNSW Supported  
Data Platforms** for Research  
Data



Have a **'Living' RDM Plan** for  
each UNSW Research Project



HDR Candidates



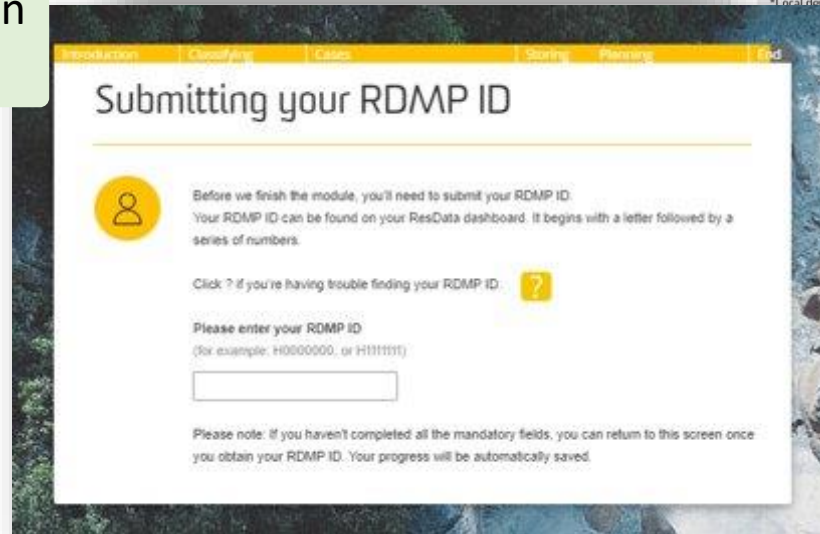
Professional Staff



# RDMoT – Intro Module

## Intro Module

- Confident in classifying data
- Know of key supported platforms
- Submit mandatory RDM Plan fields (ResData)





### STORING YOUR RESEARCH DATA



Storage Platforms	KEY SUPPORTED				CURRENTLY UNSUPPORTED		
	UNSW OneDrive & Teams	UNSW eNotebook	Data Archive	Home Drive Shared Drive	CloudStor	Dropbox	Local Storage*
Storage Type	Day-to-Day	Day-to-Day	Long-Term	Day-to-Day	Day-to-Day	Day-to-Day	Day-to-Day
Suitable Data Classification	●●●●●	○●●●●	○●●●●	○●●●●	○●●●●	○●●●●	○●●●●
Stored in Australia	✓	✓	✓	✓	✓	✗	✗
Backup & Disaster Recovery	✓	✓	✓	✓	✗	✗	✗
Syncing with Local Copy	✓	Not Applicable	Not Applicable	Not Applicable	✓	✓	Not Applicable
External Collaborator Access	✓	✓	✗	✗	✓	✓	✗
Storage Limit	5 TB/User	Unlimited	Unlimited	Unlimited	1TB/User	Ⓢ	✗
Version Control	✓	✓	✓	✓	✓	✓	✗
Recovery from Deletion	60 Days	No Data Deletion	No Data Deletion	10 days	✗	Ⓢ	✗
Post-Project Data Retention	> 7 years						



### CLASSIFYING YOUR RESEARCH DATA



Types of Research Data	Highly Sensitive	Sensitive	Private	Public
Data containing information involving minors/at-risk participants or culturally sensitive groups	The data is classified as <b>Highly Sensitive</b>			
Data subject to regulatory controls	The data is classified as <b>Highly Sensitive</b>			
Data containing personal information	The data is classified as <b>Sensitive or higher</b>			
Data containing confidential information	The data is classified as <b>Private or higher</b>			
Data collected from human and/or animal participants	The data is classified as <b>Private or higher</b>			
Unpublished research data	The data is classified as <b>Private or higher</b>			

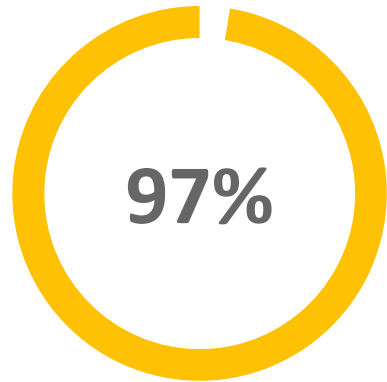
It is possible that the data may have other requirements that are not covered in the current data classification. Please contact [rdm@unsw.edu.au](mailto:rdm@unsw.edu.au) if you have such unique requirements or doubts about classifying your data.

OneDrive is a UNSW-supported research data storage platform for the above data classifications. For more information, go to <https://research.unsw.edu.au/research-data-management-unsw>

TRAINING (RDMoT)

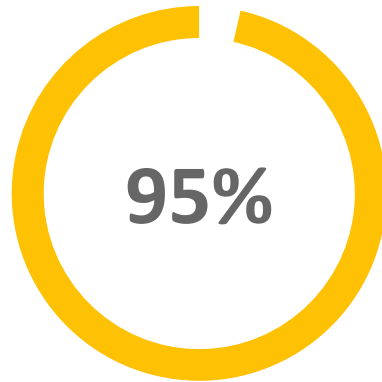
# HDR Intro RDMoT Survey Responses (n = 1048)

HREC Approval No: HC180808



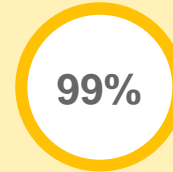
**Module Satisfaction**

$M = 5.17, (SD) = (0.79)$



**Module Engagement**

$M = 4.95, (SD) = (0.91)$



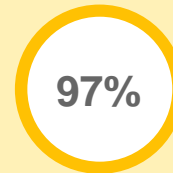
**Confident in Classifying Data**

$M = 5.27, (SD) = (0.76)$



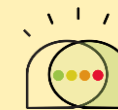
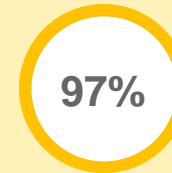
**Must Store Data on Appropriate Systems**

$M = 5.57, (SD) = (0.69)$



**How to Submit an RDMP**

$M = 5.24, (SD) = (0.89)$



**RDM Talk with Supervisor**

$M = 5.18, (SD) = (0.92)$



**Contact RDM@UNSW**

$M = 5.56, (SD) = (0.71)$

# Some Feedback (verbatim)

HDR

Introduction to the ways in which data can be classified in informative. In addition, **information on ways to store and their importance is very much needed knowledge**. Overall, the information provided in the overall module is **important to every HDR candidate**”.

“I completed the Research Integrity module yesterday and found the RDMoT to be more engaging in comparison thanks to the visuals, pacing and amount of content presented (i.e. **I was not overwhelmed, there were just the right amount of external links referenced etc**)”.

“I have tried completing an RDMP early this year and found RDM so hard to understand. **It would have been so helpful for me if this module was available then.**”

“**Easy language and questions, logical format, ease of use, not text heavy**”

Academic

**Made me check that all my students had RDMPs with me as a contributor**”

“**Well designed and it was short and to the point**”

“It reiterated that supervisors should be **ensuring candidates use best practice data management throughout their candidature**, and that this discussion should be **led by the supervisor.**”

Professional

For me working within the IT service centre, it provided me with some further clarification about **what types of storage options should be suggested to customers** depending on the nature of the data. The modules also provided some **great ways of categorising the data and where this should be stored**, if i had any concerns as well who i could instruct them to contact for further clarification”.

# Features of Successful RDM Training



**Foregrounding the Practical**

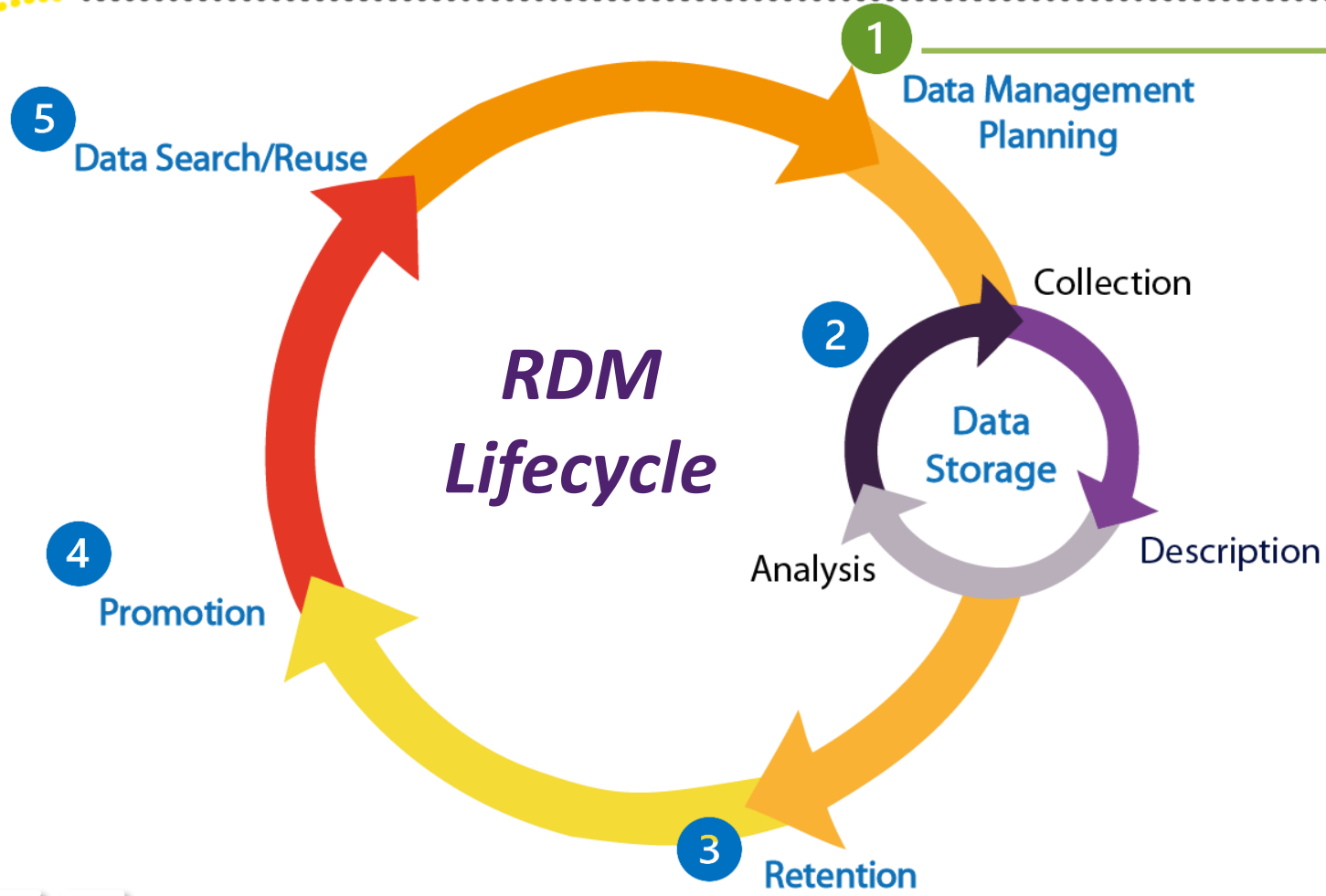
**User-Centric Design Process**

**Collaborative Approach**

Oo, C., Chew, A. W., Wong, A. L. H., Gladding, J., & Stenstrom, C. (Forthcoming). Delineating the features of successful research data management training: A systematic review. *International Journal of Academic Development*.



# UNSW Next Steps ...



 **Topic 1**  
**Intro to RDM**

**Interactive Training Module**

**Topic 2**  
*Data Storage, Backing-up & Retention*

**Topic 3**  
*Data Documentation & Organisation*

**Topic 4**  
*IP & Copyright (Data Ownership)*

**Info Pages**  
*In Development*





# Broader Next Steps...

## Interactive Training Module

Topic 1  
Intro to RDM



Transition

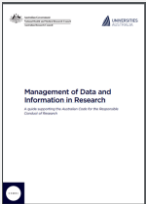
## A 'Standalone' Interactive Package

- (Easy) Customisation
- Deployable on major LMSs

The Code



The Guide



Interpreted &  
Translated

Objectives/  
Principles that  
can be mapped to  
demonstratable  
outcomes



Opportunity

Contextualised  
Training for  
Institutions

Baseline Sector-  
wide RDM  
Understanding

Various RDM  
Understandings



# Q & A



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