

RESEARCH DATA MANAGEMENT OFFBOARDING CHECKLIST

Closing Out a Project

The purpose of this checklist is to serve as a guide for Brown researchers closing out a project by orienting them to existing policies, guidance, and tools available at Brown for research data management, sharing, storage, transfer, and retention.

Review Project and Granting Institution Requirements

The external sponsor of your project may have project closeout requirements related to research data. If you have non-federal funding, check the terms and conditions of your specific award. If you created a data management plan for your project, review your plan and abide by it.

- Resources:
 - [Policy on Terms and Conditions in Sponsored Research Agreements](#)
 - [NSF Data Sharing Policy](#)
 - [NIH Data Sharing Policies](#)
 - [NIH Public Access Policy](#)
 - [DoD Public Access Plan](#)

Review Brown Research Data Management Policies and Guidelines

- Resources:
 - [Brown Research Data and Research Materials Management, Sharing, and Retention Policy](#)
 - [Research Data and Research Materials Management, Sharing and Retention Policy FAQs and Case Studies](#)
 - [OIT Data Removal Recommendations](#)

Ensure your Data are Stored Appropriately

If you Haven't Already, Assess Data's Risk Level

- Before choosing a storage option, review [Brown's Data Risk Classifications](#), assess the risk level of your data, and determine the [minimum security standards](#) based on your data's risk level.

Review Additional OIT Resources

- Resources:
 - [Privacy Policy](#)
 - [Decide How to Store and Share Files for Researchers](#)
 - [Security of Desktop, Laptop, Mobile and Other Endpoint Devices Policy](#)

[Information Security Consulting](#)
[Tools and Services](#)

If you Haven't Already, Review Storage Options

- In addition to storing your data at Brown, you may be required or choose to store your data in an external data repository.
- Resources:
 - [Campus File Storage](#)
 - [LabArchives@Brown Electronic Lab Notebook](#)
 - [Brown Stronghold](#)
 - [High Performance Computing](#)
 - [RData](#)
 - [Brown DropBox](#)
 - [Brown Google Drive](#)
 - [Brown Digital Repository](#)
 - [Other Brown Repositories Memberships \(OSF, ICPSR, QDR, Dataverse\)](#)

Ensure your Data are Shared Appropriately

Review Data Sharing Resources

- Resources:
 - [Research Data Management & Sharing Compliance](#)
 - [Brown Research Data and Research Materials Management, Sharing, and Retention Policy](#)
 - [Research Data and Research Materials Management, Sharing and Retention Policy FAQs and Case Studies](#)
 - [De-Identification Certification Form](#)
 - [BDR Data Sharing Statement Resource](#)

Initiate a Data Use Agreement (DUA) or Material Transfer Agreement (MTA)

- DUAs address important issues such as use of data, obligations to safeguard data, liability for harm arising from data use, intellectual property and publication expectations, and privacy rights associated with transfers of confidential, sensitive, or protected data. To transfer research data, contact Brown's Research Agreements and Contracting (RAC) office to execute a DUA.
 - **To initiate a DUA request**, send a completed [DUA Request Form](#) and the agreement draft (if provided by the external party) to ResearchContracts@Brown.edu.
- MTAs govern the transfer of tangible research materials. An MTA defines the provider's and recipient's rights to the material, modifications, and derivatives and addresses issues such as intellectual property, liability, academic

rights and freedoms, and confidential information, if applicable. To transfer tangible research materials to or from Brown, contact RAC to execute an MTA.

- **To initiate an MTA request**, send a description of the research materials, the purpose of the transfer, the name and contact information of the external party, and the agreement draft (if provided by the external party) to ResearchContracts@Brown.edu.
- Additional Resource:
[Research Agreements and Contracting Website](#)

Review Export Control Policies

- Export Controls are federal laws that regulate the shipment or transfer, by whatever means, of controlled items, software, technology, data, or services out of the United States. Researchers transferring research data or materials outside the U.S. should first review the [Export Control Compliance Manual](#) and contact the [Export Control Officer](#) if they have any questions.
- Additional Resources:
[Brown Export Control Website](#)
[Export Control Policy](#)

Review Data Transferring Resources

- For secure transfer of large data files, please use [Brown's Globus Subscription](#).

If Conducting Human Subjects Research, Ensure All Research Data Collection Activities Are Complete and All Data Are Fully Anonymized

See the HRPP [Research Study Closure Request](#) and associated guidance for more information.