# 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

Adapted with permission from the Harvard Medical School Data Management Working Group and their Onboarding and Offboarding Checklists.
Information Security Consulting
Tools and Services

If you Haven’t Already, Review Storage Options
  o In addition to storing your data at Brown, you may be required or choose to store your data in an external data repository.
  o 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
  o 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)
  o 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.
  o 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.

  o 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.

  o 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.