RESEARCH DATA MANAGEMENT ONBOARDING CHECKLISTS

The purpose of these checklists is to serve as a guide for Brown researchers starting a new laboratory or starting a new research project by orienting them to existing policies, guidance, and tools available at Brown for research data management, sharing, storage, transfer, and retention.

For Starting a New Lab
☐ **Review Data Management Policies**
o **Resources:**
[Brown Research Data and Research Materials Management, Sharing, and Retention Policy](#)
☐ **Transfer Research Data and Materials**
If necessary and permissible, transfer research data and materials to Brown from your previous institution. Note that your previous institution may have additional requirements beyond those listed below, and may permit only copies of research data to be transferred to Brown.

- **Initiate a Data Use Agreement (DUA)**
  - o A DUA governs access to and treatment of data provided by an outside organization to Brown for use in Brown research, or provided by Brown to an outside organization for use in its research. You may need to initiate a DUA to transfer your research data to Brown or to continue sharing your research data with colleagues at your previous institution. Please email dua@brown.edu with questions.
  - o **Resources:**
    [Office of Research Integrity Research Data Website](#)
    [Data Use Agreement Request Form](#)
    [Data Use Agreement Guidance for Researchers](#)

- **Initiate a Material Transfer Agreement (MTA)**
  - o An MTA is a written contract between a provider and a recipient of research material. If you are interested in receiving research materials from your previous institution, fill out this questionnaire and send it to Brown Technology Innovations at tech-innovations@brown.edu.
  - o For further information on MTAs, please contact Len Katzman in Brown Technology Innovations.
  - o **Resource:**

[Material Transfer Agreements](#)

- **Review Data Transferring Resources**
  - For secure transfer of large data files, check out [Brown's Globus Subscription](#) or [CCV BrownBox.](#)

☐ **Review Human Research Protection Program (HRPP) Policies and Resources**

- **Review Brown HRPP and IRB Guidelines**
  - Brown's Office of Research Integrity offers an onboarding program for new faculty members and their support staff conducting human subjects research. These one-on-one, in-person (and remote via phone or Zoom) onboarding sessions provide hands-on orientation to the HRPP's/IRB's website, forms, processes and policies. Through this service, you can also seek advice about transferring human subjects research data to Brown and determine how to best proceed with ongoing human subjects research. Please contact the [QA/QI Administrator](#) for more information.
  - **Additional Resources:**
    [Quality Assurance/Quality Improvement Program](#)
    [IRB Guidance and Policies](#)

For Starting a New Project

☐ Review Project and Granting Institution Requirements

The external sponsor of your project may have data access, management, and sharing requirements. In addition, if you are collecting data from research participants, the terms and conditions of your award may require you to share or deposit data in ways that require informed consent. If you have non-federal funding, check the terms and conditions of your award to determine if there are any data access and/or sharing requirements.

- o **Resources:**
  Policy on Terms and Conditions in Sponsored Research Agreements
  NSF Data Sharing Policy
  NIH Data Sharing Policy
  NIH Public Access Policy
  DoD Public Access Plan

- **Create a Data Management Plan**
  - o Data management plans describe data organization, storage, data security, final dataset formats, documentation, analytic tools necessary to use the data, data sharing requirements, retention plans, and how and when the data will be made accessible to others.
  - o **Resources:**
    DMPTool: Build your Data Management Plan
    Brown Research Data and Research Materials Management, Sharing, and Retention Policy
    Library Data Management & Sharing Support Services
    Library Data Management & Curation Resources and Best Practices

☐ Review Data Storage Guidelines and Resources

- **Assess Data's Risk Level**
  - o Before choosing a storage option, review Brown's Data Risk Classifications webpage, assess the risk level of your data, and determine the minimum security standards for your data's risk level.
  - o **Resources:**
    Data Risk Classifications
    Minimum Security Standards for Servers

- **Review Additional OIT Resources**

Adapted with permission from the Harvard Medical School Data Management Working Group and their Onboarding and Offboarding Checklists.

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

- **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)](#)
    [Clinical and Translational Research Repositories](#)

- ☐ **Review Data Sharing Information**

- **Review Data Sharing Resources**
  - o **Resources:**
    [ORI Data Management & Sharing Compliance](#)
    [Brown Research Data and Research Materials Management, Sharing, and Retention Policy](#)
    [De-Identification Certification Form](#)
    [BDR Data Sharing Statement Resource](#)

- **Initiate a Data Use Agreements (DUA)**
  - o DUAs address important issues such as limitations on data use, obligations to safeguard data, liability for harm arising from data use, intellectual property and publication expectations, and privacy rights associated with

transfers of confidential or protected data. In order to protect your data, you must complete a DUA Request Form before sharing your data.

- o Contact dua@brown.edu with questions.
- o **Resources:**
  Office of Research Integrity Research Data Website
  Data Use Agreement Request Form
  Data Use Agreement Guidance for Researchers

- **Initiate a Material Transfer Agreement (MTA)**
  - o If you are a Brown researcher interested in sending materials to an outside non-profit entity, submit a Brown outgoing Material Transfer Agreement Form to your contact from the party requesting material. If all the MTA provisions are acceptable to an outside entity and the form is signed, please sign as a "Provider Scientist" and submit to tech-innovations@brown.edu, along with the contact person's information (name and e-mail address) for a final prosecution. For for-profit entities, submit your request to tech-innovations@brown.edu.
  - o **Resource:**
    Material Transfer Agreements

- **Review Export Control Policies**
  - o Export Controls are federal laws that regulate the shipment or transfer, by whatever means, of controlled items, software, technology, 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**
  - o For secure transfer of large data files, check out Brown's Globus Subscription or CCV BrownBox.