

# RESEARCH DATA MANAGEMENT ONBOARDING CHECKLIST

## *Starting a New Lab*

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

### Review Data Management Policies

- 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](#)

### 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) 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](mailto: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](mailto:ResearchContracts@Brown.edu).
- Additional Resource:

### [Research Agreements and Contracting Website](#)

#### Review Data Transferring Resources

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

### **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](#)