

MOPP D/2.8.5 Roles and Responsibilities Table

Areas of responsibility	QUT Institutional Responsibilities	QUT Senior Management	Chief Investigators	All researchers (including Chief Investigators)	Heads of Schools	Institute Directors
In relation to the area of responsibility listed, the responsibility of the role is:						
Compliance with Policy and Australian Code of Responsible Conduct for Research		DVC, RC Review and, where necessary, investigate breaches of this policy and determines requirement for further action.	Ensure that all researchers contributing to the research project are aware of and comply with the obligations of this policy and the Australian Code for the Responsible Conduct of Research.	Manage research data and primary materials according to this policy and the Australian Code for the Responsible Conduct of Research.	Ensure the compliance of QUT researchers with their obligations under this policy and the Australian Code for the Responsible Conduct of Research.	Promote good research data management practice as outlined in this policy and the Australian Code for the Responsible Conduct of Research
		Director, OREI Monitor the compliance of QUT researchers with their obligations under this policy and the Australian Code for the Responsible Conduct of Research; review instances of failure of compliance; report such instances to the DVC, RC.	Ensure appropriate research team members have access to research data and primary materials throughout the life of the project.			Where Institute Director is the direct supervisor of a QUT researcher, ensure the compliance of QUT researchers with their obligations under this policy and the Australian Code for the Responsible Conduct of Research.

Research data management planning		DVC, TILS Develop and maintain QUT's online Data Management Planning Tool.	Demonstrate good practice in research data management.			
			Where a QUT research project is supported by public funding, prospectively develop and maintain a robust Research Data Management Plan.			
Continuity of research data and primary materials management at QUT	Identify ownership of, and retain, research data and primary materials related to research conducted at QUT		Upon exit from QUT hand over responsibility for research data, primary materials, and records of research activity, to another appropriate QUT staff member, and discuss this arrangement with the Head of School.	Upon exit from QUT ensure that research data and primary materials are handed over to and accessible by the Chief Investigator or Supervisor.	Ensure that researchers have handed over the ongoing responsibility for the research data and primary materials in the event that they plan to leave the University.	Where Institute Director is the direct supervisor of a QUT researcher, ensure that researchers have handed over the ongoing responsibility for the research data and primary materials in the event that they plan to leave the University.
Maintaining confidentiality and security of research data and primary materials	Ensure the security and confidentiality of research data and primary materials.			Maintain confidentiality of research data and primary materials when given access to confidential information, in accordance with relevant legislation and the Australian Code for the Responsible Conduct of Research.		

				When accessing or receiving data sets from other agencies or researchers, ensure that the agency's or researcher's requirements for the use of that data are adhered to and that where appropriate the dataset is cited in publications		
Storage and retention of research data and primary materials	Provide secure research data storage and record-keeping facilities.	DVC, TILS Provide and maintain, or broker from a partnering service provider, research data management storage infrastructure and services.			Source appropriate facilities for the storage of research data and primary materials.	Source appropriate facilities for the storage for research data and primary materials within the Institute.
	As a Public Authority in Queensland, ensure that records of research activity and research data are retained in accordance with the Universities Sector Retention and Disposal Schedule .	DVC, TILS Maintain procedures, develop guidelines, and provide training and support relating to research data management and storage			Provide guidelines and procedures on the retention of research data relevant to the research discipline(s) OR specialisation OR academic organisational unit	Where Institute Director is the direct supervisor of a QUT researcher, provide guidelines and procedures on the retention of research data relevant to the research discipline(s) OR specialisation OR academic organisational unit

Access and re-use of research data and primary materials		DVC, TILS Develop and maintain a centrally supported institutional research metadata repository for the provision of open and/or controlled access to metadata records	Deposit metadata of research datasets, describing the research data, in QUT's centrally supported institutional research metadata repository upon completion of research projects.			
		DVC, TILS Describe and provide access to QUT's collection of research datasets (data registries and repositories)	Make the research data available for use by other researchers via open or negotiated access, unless this is prevented by ethical, privacy, contractual, or confidentiality matters.			
Disposal of research data and primary materials	As a Public Authority in Queensland, ensure that records of research activity and research data are disposed of in accordance with the Universities Sector Retention and Disposal Schedule	Executive Deans Authorise the disposal of research data and primary materials, as delegated in MOPP Schedule of Authorities and Delegations (Appendix 3)			Endorse destruction of research data and primary materials, for approval by Executive Dean, on recommendation or request from the researcher and in accordance with MOPP F/6.1.6	