Guide

Question 10: Long-term Storage & Preservation

a. What are your plans for storing* your working data (physical and digital copies) other than your final dataset after the completion of your project?

b. I will store* the final research data in: NTU Data Repository** OR another open data repository and the URL is:

* NTU policy requires a minimum of 10 years
** different from DR-NTU (which is for journal publications)

Guide for a.:
- Describe what you intend to do with the working data you have collected and used in your research on completion of the project.

Guide for b.:
- State where you will store your final research data.

Additional Information:
Additional information for a.:
- Working data refers to data that are currently being examined and analysed. The working data changes over time as the data are being reviewed, refined, revised, processed or added in order to help the researcher find answers to the research questions. During the data processing period, the same set of working data may be reproduced or recreated to become a new set of data. Hence, working data will not be utilised in any of the research output for evidence support and conclusion. Raw data is considered one component of working data.

Additional information for b.:
- The final research data refers to the data that exists during the last stage in the data lifecycle in which all re-workings and manipulations of the data by the researcher have ceased.
- The final research data also refers to the recorded factual materials commonly accepted by the scientific community as necessary to document, support, and validate research findings. Final research data does not include laboratory notebooks, partial datasets, preliminary analyses, drafts of scientific papers, plans for future research, peer review reports, communications with colleagues, or physical objects, such as gels or laboratory.
- Preservation of digital outputs is necessary in order for the research data to endure changes in the technological environment and remain potentially re-usable in the future.
- NTU researchers should deposit their final research data in the NTU open access research data repository DR-NTU (Data) [https://researchdata.ntu.edu.sg]. Where the DR-NTU (Data) does not meet your requirements, you must still submit information about the data
that is deposited elsewhere, to the DR-NTU (Data). DR-NTU (Data) would provide a link to the external data repository(ies). An international list of data repositories is available via Re3data.

[NOTE: DR-NTU (Data) will store and preserve the final version of your final research data for long-term access. If necessary, an embargo period can be activated if reasons are provided].