

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

**ADMINISTRATIVE POLICIES AFFECTING THE
SCHOOL OF NURSING**

TITLE OF POLICY: **STORAGE OF RESEARCH DATA FOR FACULTY & STUDENT RESEARCHERS**

ORIGINAL DATE: May 2003

LAST REVIEWED/REVISED: October 2005

POLICY: This policy was developed to keep the School of Nursing in compliance with University, federal and other funding agency regulations. Faculty and students will follow the same procedure.

“Research data,” is defined as recorded information, regardless of form or the media on which it may be recorded and may include computer software (computer programs, computer databases, and documentation thereof), and records of scientific or technical nature.

The principal investigator and co-investigators must retain the original data. While research data belongs to the University of Pittsburgh, the primary data should remain in the laboratory where it originated.

A copy of research data from a research study (funded or unfunded) will be archived for a minimum of five years after final reporting or publication of a project.

The records will be kept for as long as may be required to protect any patents resulting from this work or to resolve any questions that may arise in association with the research project.

If a particular funding agency has requirements in excess of five years for record retention, those requirements will be adhered to.

FACULTY RESEARCH

The record retention period begins from the date of submission of the final financial report, the date of submission of the final report to the IRB, or publication of the report of the project (whichever is later).

Archival of research data will be arranged through the Center for Research and Evaluation (CRE).

At the end of the five year period, students and faculty may request the return of original data (at their own expense). Otherwise, the data will be destroyed.

The CRE is responsible for storing financial records for one year in the Victoria Building. At the beginning of the second year post-grant period, all financial records are sent to the Business Records Management Space.

WHEN INVESTIGATOR LEAVES THE UNIVERSITY

The University is responsible for producing original records in case of allegations of misconduct or fraud against its researchers and protecting research integrity.

In the event that the investigator leaves the University, the investigator and the Department Chair or Dean may negotiate an Agreement on Disposition of Research Data to allow transfer of research records.

It should be specified in the agreement that the University has the right of access to all research records and materials for a reasonable cause after reasonable prior notice regardless of the location of the responsible investigator.

PROCEDURE:

FACULTY RESEARCH

1. The CRE administrator notifies principal investigators at the time of submission of the final financial report that research data from the study can be archived in long term storage through the Business Records Management Office.
2. If interested, the principal investigator enters and cleans data, packages data and delivers to the CRE (following Business Records Management Office guidelines for data storage). The following should be retained in the principal investigator's office: operations manual, forms book and code book.
3. The CRE administrator labels boxes and arranges for Business Records Management Office to pick up material.
4. The CRE administrator tracks the required time period for storage of data through a database.
5. The Business Records Management Office at the expiration of required storage time period would notify investigators. If faculty do not want to have their data returned to them, it will be destroyed.

STUDENT RESEARCH

1. The faculty research advisor notifies students of the research data storage policy.
2. Students package data and deliver to the department administrator.
3. Department administrator labels material and places in designated storage area within the department for one year.
4. At the completion of the first year of storage, data will be placed in a designated storage area within the School of Nursing for the remaining four years.

5. Department administrators track the required time period for storage of data through a database.
6. At the end of the five year period, data will be destroyed unless student requests return of data.
7. Students will be notified in writing by the department at the expiration of required storage time period. If students do not want to have their data returned to them, it will be destroyed by the department.

Reviewed 5/03
Approved by Administration 5/03
Revised by Administration 10/05