

**UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSING**

**ADMINISTRATIVE POLICIES AFFECTING THE  
SCHOOL OF NURSING**

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**TITLE OF POLICY:** **STORAGE OF RESEARCH DATA FOR FACULTY, POST-DOCTORAL FELLOW, STUDENT AND INTERNATIONAL SCHOLAR RESEARCHERS**

**ORIGINAL DATE:** **MAY 2003**

**LAST REVIEWED/REVISED:** **OCTOBER 2023**

**POLICY:** This policy was developed to keep the School of Nursing in compliance with University, federal and other funding agency regulations. Faculty, post-doctoral fellows, students and international scholars 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 seven years after final reporting or publication of a project.

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

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 Office of Research and Scholarship (ORS).

At the end of the record retention period, students, post-doctoral fellows and faculty may request the return of original data (at their own expense). Otherwise, data will be destroyed.

The Office of the Dean (OOD) 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 Access for offsite storage.

**WHEN THE 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.

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**PROCEDURE:** **FACULTY RESEARCH**

1. The grants manager or departmental grants analyst 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 University-designated storage facility.
2. If interested, the principal investigator packages data and delivers to the ORS (following the guidelines from the University-designated storage facility for data storage). The following should be retained in the principal investigator's office: operation manual, forms book and code book.

3. The ORS administrative assistant labels boxes and arranges for the University-designated storage facility to pick up material.
4. The ORS administrator assistant tracks the required time period for storage of data through a database.
5. At the expiration of required storage time period the University-designated storage facility will notify investigators. If faculty do not want to have their data returned to them, the data will be destroyed.

#### STUDENT, POST-DOCTORAL FELLOW AND INTERNATIONAL SCHOLAR RESEARCH

1. The faculty research advisor or mentor notifies the student, post-doctoral fellow, or international scholar of the research data and storage policy.
2. Students, post-doctoral fellows and international scholars package the data and deliver to the department administrator.
3. The 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, the packaged data will be delivered to the ORS (following the guidelines from the University-designated storage facility for data storage) for the remaining six years.
5. ORS administrator assistant tracks the required time period for storage of data through a database.
6. At the end of the total seven-year storage period, data will be destroyed unless the student, post-doctoral fellow or international scholar requests the return of data.
7. Students, post-doctoral fellows or international scholars will be notified in writing by the ORS administrator assistant at the expiration of required storage time period. If students, post-doctoral fellows and international scholars do not want to have their data returned to them, the data will be destroyed.

Reviewed: 5/03, 4/06, 4/19, 10/23

Approved by Administration: 5/03, 4/06, 4/19

Revised by Administration: 10/05, 4/19, 10/23