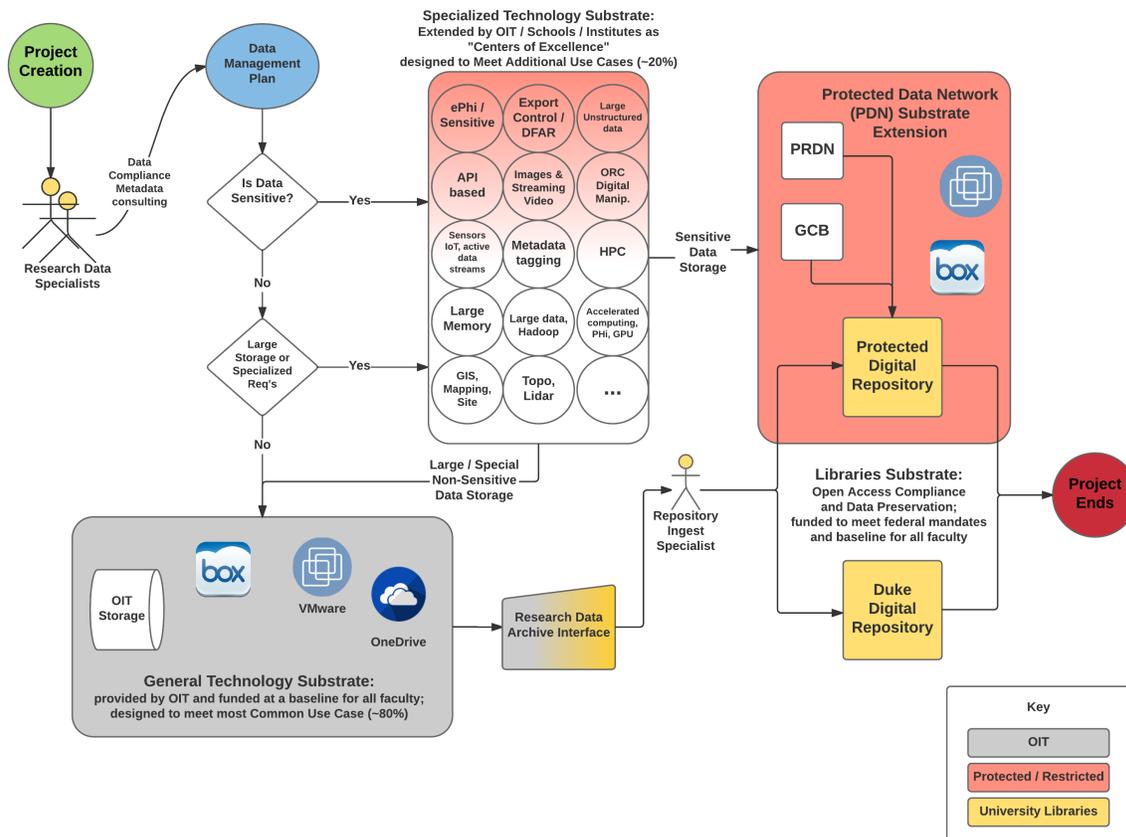


Summary Abstract - Duke Digital Research Data Services and Support

A recommendation from the Digital Research Faculty Working Group

DUKE DIGITAL RESEARCH DATA SERVICE MAP

Tracy Futhey, Tim McGeary | January 22, 2016



Governance

The Working Group recommends that Administrative or Executive Governance for the Duke Digital Research Services be from the offices of the Vice Provost for Research, the Vice President for Information Technology, and the University Librarian & Vice Provost for Library Affairs. The Working Group recommends that an Advisory Governance Committee be selected from OIT, the University Libraries, Trinity and the Schools, and the Institutes and Centers providing specialized research support that has been formalized as described above, along with three to four faculty members. A university-wide Duke Digital Research Services management team should be created from the personnel that are actively supporting these services day-to-day.

Summary Recommendations

The Working Group concludes that the enhanced levels of support outlined above will help us to encourage wide faculty adoption and compliance around appropriate approaches to research data management, thus reducing the risk to Duke University of data mismanagement, loss, and breaches. The cost to Duke to provide this enhanced environment is approximately \$500,000 per/year. The Working Group has examined the ways in which data is created and used across the disciplines and confirmed the criticality of developing a level of support that all researchers can access and benefit from. The

Working Group recognizes that within some disciplines, or specific projects, there will be exceptions that push beyond the 80/20 rule and will therefore require additional consideration. The Administrative or Executive Governance committee should determine these exceptions on a case-by-case basis in consultation with the Provost.

In summary, the Working Group's recommendations are:

- A minimum of two (2) full-time dedicated Research Data Specialists be funded as a central university resource, located in the University Libraries, to support faculty in data management planning, compliance, and retention requirements;
- One (1) FTE position be funded as a Repository Ingest Specialist as a central university resource, located in the University Libraries, for faculty data and publications submissions to the Duke Digital Repository, and for case-by-case management of restricted data to meet compliance for security and data-use restrictions and laws;
- Funding to OIT to support one virtual machine (VM) server per research project, including
 - 25GB OIT-hosted storage per VM (1 CPU core; 8GB RAM) for unsponsored project
 - 100GB OIT-hosted storage per VM (2 CPU core; 16GB RAM) for sponsored project
 - access to the Protected Data Network (PDN) for restricted / sensitive data, including one PDN-hosted VM when required;
- Funding for a minimum level of 10% of active research storage for long-term archiving (assumed to be 5-7 years for most projects) and preservation of faculty research for data that cannot be deposited into a discipline-based repository, or:
 - 2.5GB Research data archive for unsponsored projects;
 - 10GB Research data archive for sponsored projects;
 - Required amount to meet all federal requirements for research publications and data;
 - Required amount to meet non-federal external funding agency or sponsor requirements;
 - A faculty governance policy be developed to establish the criteria for strategic designation for long-term preservation;
 - Support be provided to establish a common Research Data Archive Interface for unrestricted research data;
- A matching fund for Specialized Technology Substrates **only** to be applicable in cases where (1) a Center of Excellence is fostered and supports uses beyond a specific domain or field, (2) funds are used as a match to supplement local resource commitments, and (3) the Vice Provost for Research and Dean of Arts and Sciences agree on the priority of the Specialized Technology Substrate.
- Administrative/Executive Governance be from the offices of the Vice Provost for Research, the Vice President for Information Technology, and the University Librarian & Vice Provost for Library Affairs;
- Advisory Governance Committee be selected from OIT, the University Libraries, Trinity and the Schools, and the Institutes and Centers providing specialized research support, along with three to four faculty members
- A university-wide Duke Digital Research Services management team should be created from the personnel that are actively supporting these services day-to-day