RDM File-Store Allocation Policy

Version 2.9

This document presents the allocation policy for the Research Data Management (RDM) file-store, which is part of a suite of new services being rolled out across the University.

1. The fundamental purpose of the RDM file-store is to provide each researcher with a guaranteed minimum amount of storage for research purposes. An allocation of space to the RDM file-store is provided much in the same way as an email account when joining the university.

2. The file-store service provides a free at point of use allocation of 0.5TB for each researcher (a researcher is an academic member of staff or PGR student.)

3. By default, the entire allocation to each researcher will be provided as a personal researcher space.

4. A researcher can assign up to 50% (0.25TB) of their free individual allocation to shared project spaces, where those spaces are for research groups or projects in which they are actively collaborating.

5. Additional capacity above the free allocation can be purchased as required. As appropriate, researchers should ensure that legitimate costs are recovered from grants to fund this additional capacity, or seek internal funding if grant funding is not available.

6. It is expected that the primary use of the free storage allocation will be for research purposes – however it is accepted that some personal teaching or administrative data may be held on the RDM file-store and associated services.

7. The allocation is for the RDM file-store and associated services (e.g. dropbox-like). Allocations to other services, such as data publication (DataShare) or Data Vault, are currently outside of this policy.

8. The allocation and use policy will be reviewed in 12 months time (1st November 2014) to ensure it continues to be fit for purpose.   A minimum of 0.5TB will always be free of charge, sharing will always be possible up to 50% of this 0.5TB, and the costs of charged storage will be minimised and as stable as possible.

Appendix A: Administrative Details

In the case that researchers choose to aggregate space into group space, then to allow the RDM file-store to be appropriately managed, the following directions must be followed:

1. Where a research group spans schools they must be associated with a nominated school.
2. There are three roles which must be fulfilled by Schools/units when using the RDM file-store

    i. **Storage Manager** – who will instruct Information Services on the construction and administration of group spaces.
    ii. **Data Owner** – who will be responsible for the data.
    iii. **Storage Administrator** - this role will technically administer group file spaces.

    Above this, the Head of School or similar retains overall responsibility and control of data held within the area, though operational management should be devolved to the roles described above. Storage managers and data owners must be fulfilled by staff from the school/unit or group. If there are no appropriate technical staff within the school/unit or group to fulfil the storage administrator role, Information Services will take on this role. Roles can be fulfilled by multiple people. When an individual leaves, the school/unit must ensure a replacement takes on their responsibilities.