

Quick Guide for Costing and Resourcing Research Data Management

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- Please note: SOAS IT cannot provide all the technical support and infrastructure that may be required for your project as part of standard services and in most cases you are able to include costs for the extra support you may need in funding applications.

- If you think your project has complex technical requirements or have questions about specific financial costs please contact us as early as possible in project planning stage.

- Please also costings spreadsheet which will give you specific information to help cost your research project please contact us to request access

Contact: outputs@soas.ac.uk

	Key Points to Consider
<u>Costing in for support roles for Data Management or Technical Specialists</u>	<p>For large or complex projects there are several advantages:</p> <ul style="list-style-type: none"> ● data managers ensure data is sorted and processed as it is generated which is more cost effective than leaving data processing to the end of a project ● data managers can ensure standards required for ethics and data sharing are met and spot potential areas for improvement early on ● data managers can collect metadata and document methodology during the project reducing the risk of data or information loss ● even a fractional role for data management on the project demonstrates to funders you take research data management and sharing seriously ● you may not have the technical skills to develop all of your research project yourself and so costing in for technical specialists is essential
<u>Assigning roles for data management activities early can save costs later on</u>	<p>You should allocate project time for members of the project team for data management activities:</p> <ul style="list-style-type: none"> ● Data Creation e.g. conducting and recording interviews will often form a major part of a Research Assistant's duty - but you need to account for it ● Data Description e.g. marking up spreadsheets with values and variable labels; ensuring only relevant data is presented and controlled terms are used ● Digitization e.g. can be low cost if it is simple and small-scale, but moderate to high cost for large amounts or if you need to create high quality images and need to use specialist equipment ● Organization e.g. versioning, file naming, folder structures need planning and preparation ● Anonymization e.g. can be low cost if done as data collected or transcribed, but will be more costly if left to end of projects and risk you need to use weeks of staff time even beyond the project ● Transcription e.g. assume 4 to 8 hours of transcription per hour of recording if you are doing it yourself, but you need to include and estimate costs if you are employing an external company to undertake transcription ● Formatting Data e.g. converting files to standard formats, exporting your

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	research data from software used to analyze it e.g. NVivo
<u>Technical costs</u>	<p>Most external funders will allow for the extra technical support required for your project to be included in your budget and do not expect SOAS to be able to provide full support. You may therefore need to contact and engage with external technical support and cost it effectively to ensure you can complete the work you have planned.</p> <ul style="list-style-type: none"> • If you or your research partners will need to use software that is not provided as standard at SOAS or partner institutions you should cost this into your application. • Data collection will often involve equipment such as audio recorders, tablets, external hard-drives, cameras, storage cards etc. and you should include costs for the appropriate numbers you need for your project • Project websites needs to be costed fully for design, development, maintenance, hosting and updating of content. SOAS recommends you employ an external web developer for initial setup and ongoing technical maintenance and liaise with IT for costing information. You should however cost for a project team member for updating the content of your website • Specialist technical elements required for your project e.g. a new database will also need to be costed into the project
<u>Data Storage</u>	<p>Your research project may generate amounts of research data that exceed the standard allocation provided to individual researchers at SOAS and you can cost extra storage requirements into your funding application.</p> <ul style="list-style-type: none"> • SOAS provides each research project led by SOAS with 500GB of storage on the SOAS network without charge • Researchers also have access to 5TB of data storage through MS OneDrive through MySOAS • You should build any extra storage you think you will need into the budget of your application
<u>Data Sharing and Archiving</u>	<p>Research funders require data to be made available for a number of years after a project has ended BUT in most cases don't fund this.</p> <ul style="list-style-type: none"> • Researchers are expected to use existing research data archives e.g. UK Data Archive or Zenodo. You can check for an appropriate data repository here: If the data repository charges for data deposit - you will need to do this before the close of the project and cost this in your application. • Most funders DO NOT require that specialized software, databases or websites are maintained for the long-term after the life of the project providing you have deposited the component parts and research data from your project e.g. recordings, images, transcriptions, spreadsheets in a data repository so that this can be found and re-used by other researchers and also offered your research project website to the UK

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[Web Archive](#)

- SOAS IT cannot maintain specialized developments without costing being built into your project
- Researchers should ensure that costs for hosting of project websites are paid within the project lifetime e.g. a one-off payment to keep the website accessible for 3 years after the project closes etc.

For more information about research data management visit:

<https://www.soas.ac.uk/scholarly-communication/research-data-management/>

Key information in this guide is adapted from '[Anticipating the Costs of Research Data Management](#)' written by [University of Bristol Research Data Service](#)



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