| **SLU University Library** Data Management Support (DMS) Jürg Brendan Logue | SLU ID: SLU.[Enter the registry number here]  2022-12-05 |
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Roles and responsibilities in a research project or environmental monitoring and assessment survey – version 1.00

Name of project:

Contact person:

Associated institution:

Date:

SLU ID (of associated DMP):

# Introduction

There are several roles (i.e., not positions) that are pertinent to the management of data within a research project or environmental monitoring and assessment survey (the term 'project' will be henceforth used in the document to represent both research project and environmental monitoring and assessment survey).

This document can be used to clearly document the various data management roles relevant to a project carried out at SLU, describe the responsibilities entailed, and appoint persons or entities assuming responsibility for the documented roles. For each role, describe the responsibilities entailed. The table below provides suggestions of possible roles. However, feel free to complement the table with other roles than the ones suggested (again, include a description of the entailed responsibilities).

This document may, further, be used in connection with a data management plan (DMP) established for the project in question. Keep the document in a safe and accessible digital storage location (e.g., project folder) and name the file according to the following syntax: *ProjectAbbreviation-*DataManagement-Roles-*Date*.csv.

# Roles and responsibilities

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| **Role** | **Responsibilities** *(example given; adjust accordingly)* | **Contact Person** *(first name, last name, e-mail address, department, university)* |
| Principal | Entity[[1]](#footnote-2) that officially assumes overall responsibility for managing all information/data handled within its boundaries lawfully, correctly, and securely.  The entity is responsible for raising awareness of good practice and the staff’s obligations regarding data as well as for providing (technical) resources, training, guidance, and support. | SLU |
| Principal investigator / Operation manager / Project director / Project manager | Person leading the project and, thus, overall responsible for it. Responsible for ensuring that good practice, current legislation, and established procedures are followed. Responsibility for managing data during the project can be delegated to, for instance, a data manager. |  |
| Funder /  Commissioner | Entity1 that funded and/or commissioned the project. |  |
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| System owner | Person who or entity1 that is overall responsible for a system (e.g., database, electronic lab notebook, laboratory information management system, data storage services, or other technical system) impertinent to the project’s data management. |  |
| System manager | Person who oversees the management (i.e., operation, maintenance, support) of a system (see ‘System owner). |  |
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| Data contact /  Data manager /  Data controller | Person who is primarily responsible for overseeing all data management activities within the project, can provide information regarding the data, creates a data management plan (DMP), and provides metadata associated with the project and data, respectively. |  |
| Data producer | Person who or entity1 that is primarily responsible for collecting, creating, or producing data within the project as well as providing metadata to the data. |  |
| Data analyst | Person who or entity1 that is primarily responsible for analysing the data within the project (i.e., explores, analyses, and interprets the data within a project). |  |
| Other | Other responsibilities related to the management of data within a project. |  |
| Manager ‘Methods’ | Person who or entity1 that is responsible for the methods used in collecting, processing, analysing data within the project. |  |
| Manager ‘Quality assurance’ | Person who or entity1 that is responsible for assuring the data’s quality. |  |
| Manager ‘Storage’ | Person who or entity1 that is responsible for storing the data. |  |
| Manager ‘Open data’ | Person who or entity1 that is responsible for making data/metadata openly available. |  |
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1. Entity can either be an organisation, institution, department, or unit depending on the situation. [↑](#footnote-ref-2)