政策：负责任的数据存储

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此政策问题应由Jason Flowers负责。

A policy regarding the responsible storage of research data is needed to ensure that the Crane Center for Early Childhood Research and Policy (CCEC) is in compliance with the university’s Institutional Review Board and federal regulations governing responsible data practices. In addition, this policy will help to provide both physical and digital storage space for new and ongoing research projects in the CCEC and allow principal investigators and project directors to maintain access to project data.

I. 所有通过CCEC收集的可识别数据都应“双锁”。换句话说，物理数据必须存放在带锁文件柜内，位于带锁办公室内，而数字数据必须存放在密码保护的设备上，位于带锁办公室内。

II. 研究项目通过Crane Center for Early Childhood Research and Policy进行时应尽可能进行数字化。每位主要研究者应将购买外部硬盘备为冷存储的数字数据包含在其项目预算中。请与CCEC技术团队讨论可用选项和价格。

III. CCEC拥有非常有限的空间用于存储物理数据。物理数据的存储优先级分配给正在进行的项目。对于这些目的，正在进行的项目是仍然受资助或正在进行数据收集和处理的项目。

IV. 在可能的情况下，物理数据应存放在CCEC提供的标准银行箱内，并使用由运营团队提供的标准模板进行标记。标签应包括：项目名称；联邦资助号（如有）；OSU项目号；主要研究者的姓名；项目结束日期；销毁日期；以及内容描述。

V. CCEC将存储物理或数字数据（包括未使用的测试表）对于非活跃项目，期限为5年。对于我们的目的，项目非活跃是指其资助结束或项目不再进行数据收集或处理，或项目可出版数据库已归档。

VI. 在项目资助结束或项目不再进行数据收集或处理或项目可出版数据库已归档前六个月内，主要研究者将联系CCEC技术团队，以发起其数字数据的转移到冷存储。

VII. 在此期间，项目总监将向CCEC技术团队提供其密码保护的硬盘。所有数字化数据（包括但不限于：扫描，手输数据，...
and video/audio data) will be removed from the network drive by the tech team, and transferred to the password protected hard drive.

VIII. **After 5 years have elapsed since the project became inactive, the CCEC will contact the principal investigator and the principal investigator will then assume full responsibility for storing that hard drive and all physical data pertaining to their project, including unused test forms.**

IX. **The CCEC strongly recommends that principal investigators destroy all research data after 5 years following the completion of the research project.**

X. When an investigator leaves the Ohio State University, the CCEC recommends that the investigator meet with the CCEC Executive Director to ensure that he or she is compliant with OSU’s Office of Research Compliance policies regarding Research Data. This policy can be found on the Office of Research website, and is also included below:

a. “In general, when the principal or co-investigators involved in research projects at Ohio State leave the university, they may take copies of research data for projects on which they have worked. As required by academic practice, the use of such data (for example, to conduct additional research, or for presentation or publication) is dependent on the agreement with the PI, or as may be formally agreed-upon beforehand by the PI and other co-investigators in a data use agreement. In all cases, the PI must retain the primary research data at the university. If a PI leaves the university or a project is moved to another institution, the primary research data may be transferred according to the procedure described below:

i. If a PI leaves the university or a project is moved to another institution, the primary research data may be transferred with the approval of the dean of the college employing the PI, the Vice President for Research and the Health System (for data that incorporates patient information with personal identifiers), and with written agreement from the new institution, which, at a minimum, shall provide:

   1) Adoption by the new institution of all custodial responsibilities for the data, including acceptance of all Ohio State University and federal security requirements for restricted data that is transferred;
   2) Formal recognition of Ohio State University’s continued ownership of the data by the new institution; and
   3) Guaranteed access by Ohio State University to the primary data, should such access become necessary.