

Handover form for research data

*This form is to be completed when a researcher leaves the OU and is responsible for data created by research undertaken here, which is stored on the OU systems or elsewhere.*

*It will help us to continue to manage and preserve the data set appropriately.*

*Please complete one form per project and email the completed form(s) to:* [library-research-support@open.ac.uk](mailto:library-research-support@open.ac.uk) *and your faculty research administrator. Save a copy with the data too.*

1. **Name of project:**
2. **Faculty:**
3. **If the research is externally funded, please give funder name and grant number**:
4. **Person currently responsible for the data set:**
5. **Person responsible for the data when you leave:**
6. **Is the data sensitive in any way? If so, who should have access to it?**
7. **Current location of the data:** Please provide a link.
8. **Is there any other documentation that can help understand this data?** (e.g. Data Management Plan, existing readme file). Please provide a link or copy.
9. **Has this dataset or subsets of it been archived elsewhere already?** (e.g. a data repository such as ORDO, Zenodo, the UK Data Service, or elsewhere) Please provide a link.
10. **Is any unpublished data held on an external repository or anywhere else external to the OU**? (e.g. Dropbox, Google Drive)?

*Before handing over responsibility for the data, please also:*

* Review the data and delete any that does not need to be kept. (e.g. duplicates)
* Write a readme document describing the data set and save it with the set. (See guidance in [OU guidelines for creating "readme" style metadata](http://www.open.ac.uk/library-research-support/sites/www.open.ac.uk.library-research-support/files/files/RDM-Guidelines-for-creating-readme-style-metadata.pdf))