

Innovative Translational Research Shared Resource (ITR) Data Retention and Management Policy

Background: The Vanderbilt University Medical Center [Policy on Ownership of Research Data](#) details the institutional and investigator responsibilities related to ownership, sharing and storage of primary research data, regardless of the technology used to create, preserve or record it. The Principal Investigator (PI) has primary responsibility for archiving and maintaining data as required by the Policy.

Purpose: The purpose of the following Data Retention and Management Policy is to define research data and additional derivatives that the ITR generates and stores and the minimum data storage period and associated costs.

Definition of data: The ITR generates original, primary data and utilizes other Vanderbilt Shared Resources and non-Vanderbilt vendors to generate primary data. These primary data include, but are not limited to, nucleic acid quantification Excel and PDF files, agarose gel images, SNaPshot genotyping and triplex sizing assay electropherograms and accompanying Excel files, Sanger sequencing electropherograms, high-throughput (next-generation) sequencing BAM and FASTQ files, western blots and accompanying films, identity testing electropherograms and accompanying Excel files, real-time PCR files, cytokine quantitation files, and flow cytometry files. In addition, the ITR may generate valuable research derivatives from these data that include but are not limited to Excel, Word, PDF, PowerPoint, or Photoshop files that include data calculations, graphs, tables, summaries, and images/figures. Since the ITR may perform custom experimentation for individuals who do not have their own laboratories, the ITR also generates protocols and notebooks with detailed experimental procedures. These written protocols and notes are also herein considered data.

Minimal operational data retention period: The ITR will transfer all original, primary data and those data derivatives generated in the ITR to the project Principal Investigator (PI) when those experiments are complete and will retain those data for 6 months from project completion, unless a written agreement states otherwise. Custom experimentation protocols and notes will be transferred to the PI upon request. The ITR will retain experimental notebooks for at least 5 years and copies of those notes can be requested at any time during that time period; however any data retrieval performed 6 months after project completion will be charged to the PI at the current ITR hourly rate. The cost of ITR original, primary data and data derivative storage is included in the service rate.

Data generated by other Vanderbilt Shared Resources or non-Vanderbilt vendors will be transferred to the project Principal Investigator when those experiments are complete and will be retained in the ITR for 6 months from project completion, unless a written agreement states otherwise. An exception to this policy is high-throughput sequencing data which will be immediately transferred to the project Principal Investigator and will not be retained in the ITR. High-throughput sequencing data and derivatives are the sole responsibility of the project PI and are subject to the Data Retention and Management policies outlined by the Shared Resource(s) or non-Vanderbilt resources in which they were generated.

Data transfer: Data and its derivatives generated in the ITR will be transferred to the project PI upon project completion. Data will be transferred electronically by email, unless otherwise specified by the PI. If not electronically available, notebook data and experimental notes will be transferred to the PI as hard-copies. If the data set is too large to be transferred to the PI via email, the ITR will request an external hard drive from the PI to enable the transfer of data. The cost of the external hard drive will be the PI's responsibility. The transfer of high-throughput sequencing data will be performed by mechanisms currently utilized by the Vanderbilt Shared Resource or non-Vanderbilt vendor that generated the data.

If you have any questions please contact Kimberly Dahlman for more information at 936-6589 (office) or Kim.dahlman@vanderbilt.edu.