

4. How the data will be stored in the long term

- a. Where have you decided to store it, why is this appropriate?
- b. How long will it be stored for and why?
- c. Costs of storage why are these appropriate? Costs related to long term storage will be permitted providing these are fully justified and relate to the project Full justification must be provided in Justification of Resources (JoR)

Primary data that support project findings should be preserved using a data repository. All University members have the option of using the University of Reading [Research Data Archive](#), which will preserve and enable access to data in the long-term, and for a minimum of 10 years.

Up to 20 GB of data per project can be deposited at no charge. Deposits greater than 20 GB may be subject to a charge and must be agreed in advance. If you intend to deposit more than 20 GB of data in the Archive, contact researchdata@reading.ac.uk to discuss.

There may be domain-specific services that are more suitable for the preservation of your data, such as the Archaeology Data Service (ADS) for archaeological data. You are encouraged to use these where they are appropriate. You should first check whether there is a cost to use the service (as there is in the case of the ADS, for example), and contact the service if necessary to obtain an estimate of the likely archiving charge, for inclusion in the project budget. It must be possible for any archiving charges to be met within the grant period.

University, or to grant the University a licence to use and publish the materials. The consent process can be used for this purpose. For practical purposes, it is preferable to obtain a transfer of copyright to the University, as this allows the materials to be published under an open licence. If the research participants do not wish to transfer copyright in their materials, a licence grant to the University is acceptable.

The UK Data Service [model consent form](#) provides an example of seeking consent for transfer of copyright.

Confirmation of institutional compliance

You will be required to complete a Yes/No box on the application form to confirm that the University has considered and will comply with the points listed below. You do not have to go into any further detail in explanation of these points, but for your information some key pointers have been provided.

