

Policy and Procedures for Managing Student Dissertation Data

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Purpose

The purpose of this policy and procedure is to outline the responsibilities of the Department of Pharmaceutical Health Services Research (Department), Graduate Program, and Pharmaceutical Research Computing (PRC) in managing dissertation data that are maintained on the PRC server.

Policy

- Charges for data management (storage & routine backup) will be covered by the PHSR Graduate Program for a maximum of twenty-four (24) months.
- The PHSR Graduate Program will provide funding to support students for a total of 12-hours of PRC time for the duration of their registration as a student. These hours can be used across years and will be tracked by PRC.
- Students will be responsible for working with his/her advisor to come up with funding to pay PRC for additional data-related expenses, such as loading data, documentation, converting files from one form to another, zipping/unzipping, making copies onto alternative media, etc. or be willing to use a portion of their allocated PRC hours.
- Data management fees will be charged to the student if he/she uses the data for non-dissertation related purposes or if the data remain on the PRC server beyond the twenty-four (24) month maximum storage fee period supported by the PHSR Graduate Program.
- It is the responsibility of the graduate student, advisor, and Director of the Graduate Program to ensure:
 - Dissertation work is space used efficiently and remains within the predefined limit of 100 gigabytes (GB). If space exceeds this limit, PRC staff will notify all parties, directory size will need to be reduced within 10-days, and PRC contacted advising of the “cleaning”.
 - If the student’s raw data is not part of the PHSR Community Database Program, the student will be granted ‘Read only’ access not to exceed 250 GB to store their data.
 - Institutional Review Board (IRB) must remain active and executed documents kept on file with PRC.
 - Data Use Agreements with data owners must remain active and executed documents kept on file with PRC.
- Students will be granted a total of 12-hours of PRC time for the duration of their registration as a student. These hours can be used across years and will be tracked by PRC.
- Students will have 1-year from their diploma date (May 31, July 31, or Dec. 31) to access the PRC server. After that time, access will be terminated by the School of Pharmacy IT Department. Students must complete their three required publications timely to avoid connection interruptions.

Procedures

1. Access to data on PRC server under this policy will be limited to the student for dissertation work only.
2. With the written approval from the advisor and the Director of the Graduate Program, the graduate student will notify the PRC Director in writing at least two months prior to the data delivery as to the specific datasets to be used for his/her dissertation that will require warehousing on the PRC server. This notification typically applies to new data rather than data that currently reside on the PRC server.

If the data is already on the PRC server, the graduate student must notify the PRC director at least 2 weeks before work is to begin. Information on the specific datasets, size and format of the datasets, transfer media (e.g., CD, DVD, external hard-drive), as well as a data use agreement (DUA) or memorandum of understanding (MOU) are to be provided to PRC. In addition, the graduate student will forward a copy of the University of Maryland IRB approval letter, HIPAA and CITI training certificate to the PRC director or designee. No data will be loaded onto the PRC server nor will access be provided to the PRC server without IRB approval, a signed DUA, and current HIPAA or CITI certificate.

3. After written approvals from the dissertation advisor and Graduate Program Director have been obtained and returned on the *Student Request for Dissertation Space on PRC Server*, the PRC Director or designee will provide the student the PRC services request form. Once the form has been completed and signed by the graduate student and advisor, if applicable, PRC will provide the student, his/her advisor and the Director of the Graduate Program an estimate. The estimate will cover a 2-year time period and will include staff hours (to set up account and server area, load data, problem solving, documentation, archiving, etc), data management fees, and cost of archiving the project once it has been completed. The estimate is to reveal all work to be conducted and accounted for by PRC whether supported by the Graduate Program or through other funding. The Graduate Program has contracted for a twenty-four (24) month time period for each student, no fees will be credited past that time.
4. Upon receipt of all required documents, PRC commits to the creation of dissertation space on the server within 10 business days.
5. If the student is planning to submit a grant application for the dissertation, the cost of PRC's time and the data storage and management cost must be included in the budget if this is an allowable expense. The student should contact the PRC Director at least two months prior to the submission deadline. The student will be responsible for paying for the PRC charges if he/she does not include the cost data storage and management in the budget (either as in-kind or real dollars).
6. If the dissertation is unfunded, data management fees for twenty-four (24) months will be supported through the Graduate Program as documented in the *Student Request for Dissertation Space on PRC Server* waiver. Invoices for all other charges (i.e., staff hours for loading, documentation, archiving) will be sent to the student for payment and his/her advisor for reference. If the data remain on the PRC server for longer than twenty-four (24) months, the student will be responsible for paying the data management fee. If the student is using the data for non-dissertation related work (such as work for faculty), he/she will be responsible for paying the management fee from the time the data were loaded on to the PRC server.
7. Depending on the size of the source files and at the discretion of the PRC director, the student may be required to extract the records and variables that are necessary for completion of the

dissertation. The student will be given a reasonable amount of time to subset the data (e.g., 2 months unless the raw data is over 100 gigs and then 3 months) so that the source files can be removed from the server. If this is deemed necessary, then the student and his/her advisor will be notified by email that extraction of data must be completed within a specified time-frame. Once the data for the study have been extracted, the source files will be deleted from the server. If the space limit of 100 GB is exceeded, the student and advisor will be notified by email. If the student does not reduce the space requirement within **ten (10)** business days, the student will be charged PRC's monthly data management fee for the amount of space over the 100 GB limit for the current month and any additional months, fraction or whole, where the limit has been exceeded.

8. It is the responsibility of the student to provide the PRC Director with current copies of all IRB approval letters, MOU and DUA at least one month prior to the expiration date. Any delay or failure to provide PRC with a copy of the above required documents as well as any modifications on a timely basis will result in the blocking of the student's account on the PRC server.
9. In order for PRC to track the charges for data management supported by the Graduate Program, a monthly invoice including the (credited) data management charge and any other charges will be issued to the student and his/her advisor. The invoice will reflect the credited charges by including a line item for such charges. In acknowledging receipt of these invoices, PRC requests that students sign and return the issued invoice to PRC. The student will be responsible for paying the balance of the invoice and is subjected to the PRC policy and procedures on unpaid bills where PRC will suspend all work, including access to the data on PRC server, with two months of unpaid invoices.
10. The PHSR Department will be responsible for buying PRC an external storage system (e.g., network area storage system) and related required equipment if additional storage space is needed while PRC manages the students' dissertation data.