

Policy and Procedures for Managing Student Dissertation Data

Implementation Date: April 28, 2011

Most Recent Modification Date: July 2026

Purpose

The purpose of this policy and procedure is to outline the responsibilities of the Department of Practice, Sciences & Health Outcomes Research (P-SHOR), 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 P-SHOR Graduate Program for a maximum of twenty-four (24) months. Students shall submit the dissertation request form for PRC to create their dissertation space. The first full month of available space is month one of the 24 months.
- The P-SHOR Graduate Program will provide funding to support students for a total of 10 hours of PRC time for the duration of their registration as a student concluding with their dissertation defense date. These hours can be used across years and will be tracked by PRC.
- Students will be responsible for working with their 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. Students who want to use their allocated PRC hours to pay for additional data-related expenses can request a PRC estimate of the equivalent PRC cost in hours prior to requesting the data-related services.
- Data management fees will be charged to the student if they use the data for non-dissertation related purposes or if the data remains active on the PRC server beyond the twenty-four (24) month maximum storage fee period supported by the P-SHOR Graduate Program.
- It is the responsibility of the graduate student, advisor, and Director of the Graduate Program to ensure:
 1. Dissertation workspace remains within the predefined limit of 100 gigabytes (GB). If space exceeds this limit, PRC staff will notify the student, advisor, and Graduate Program Director in writing. Students shall reduce their space to be within the defined limit within 3 days.
 2. If the student's raw data is not part of the P-SHOR Community Database Program, the student will also be granted 'Read only' access, not to exceed 250 GB, to a separate raw data directory.
 3. Institutional Review Board (IRB) must remain active and executed documents kept on file with PRC.
 4. Data Use Agreements with data owners must remain active and executed documents kept on file with PRC, if applicable.
- Students should contact PRC no later than 30 days after their dissertation defense date to discuss future PRC server access. If the student requires server access and their 24-months have not yet ended, PRC will sponsor the student through the Community System for the

period that ends with graduate program directory sponsorship; if the student fails to contact PRC within 30 days, all expenses related to maintaining access will be at the expense of the student as opposed to being covered by the graduate program. If the student requires access beyond the 24-month period, the student will become a PRC external client and will be responsible for any incurred charges. Community System sponsorship may remain active with bi-annual extensions at the direction of the student's dissertation advisor. This ensures that the faculty acknowledge responsibility of maintaining an active IRB. New research beyond a student's dissertation, post-graduation, is not covered under this policy and would be governed by the external client policies.

Procedures

1. Access to data on the 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 their 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. The timing of the notification will ensure that the server is able to accommodate the size and resources needed.

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 so that an account with proper access may be created.

3. Upon receipt of all required documents, PRC commits to the creation of dissertation space on the server within 10 business days.
4. 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 they do not include the cost of data storage and management in the budget.
 - a. 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 and PRC will provide the student, their 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 period for each student, no fees will be credited past that time.
5. 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 their advisor for reference. If the data remains on the PRC server for longer than twenty-four (24) months, the student will be responsible for paying the data management fees. If the student is using the data for non-dissertation related work (such as work for faculty), they

will be responsible for paying the management fee from the time the data were loaded onto the PRC server.

6. If the space limit of 100 GB is exceeded, the student and advisor will be notified by email. If space exceeds this limit, PRC staff will notify the student, student advisor, and Graduate Program Director in writing.
7. It is the responsibility of the student to provide the PRC Director with current copies of all IRB approval letters, MOU and DUA(s) 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. Should the IRB and/or DUA be closed, the student directory will be immediately deleted and a certificate of destruction will be provided.
8. 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. The invoice will reflect the credited charges by including a line item for such charges. Invoices will be provided to the student and/or faculty advisor at the request of either party.