

Data Management Plan

1. Purpose and Scope

This Data Management Plan (DMP) establishes the framework for the management of research data generated by the ARC Training Centre in Sustainable and Green Economy Manufacturing (the Centre).

This DMP is designed to:

- Comply with ARC requirements under the Grant Agreement and Grant Guidelines
- Align with the Australian Code for the Responsible Conduct of Research (2018)
- Harmonise institutional requirements across the four nodes: Monash University, University of Melbourne, RMIT University, and Deakin University
- Provide a consistent approach to data governance across all Centre participants and partner organisations

2. Overview of the Research Program and Data Types

2.1 Research Context

The Centre undertakes interdisciplinary research across three major themes:

- Catalysis in the Green Circular Economy
- Catalysis in Bioprocessing
- Sustainable Catalysts for Energy Applications

The research activities will span the areas of chemistry, chemical engineering, bioprocessing and enzyme technology, and computational modelling and machine learning. The work is intended to lead to industry translation and pilot-scale processes.

2.2 Types of Data Generated

The Centre is expected to generate:

- Experimental data (lab measurements, reaction data)
- Computational data (modelling, machine learning)
- Process/engineering data (pilot scale, flow systems)
- Biological data (enzymes, biomaterials)
- Reaction methodology and protocols, including the development of new experimental techniques
- Documentation and metadata

The primary research data generated is not expected to be sensitive or very sensitive in nature.

3. Data Ownership and Intellectual Property

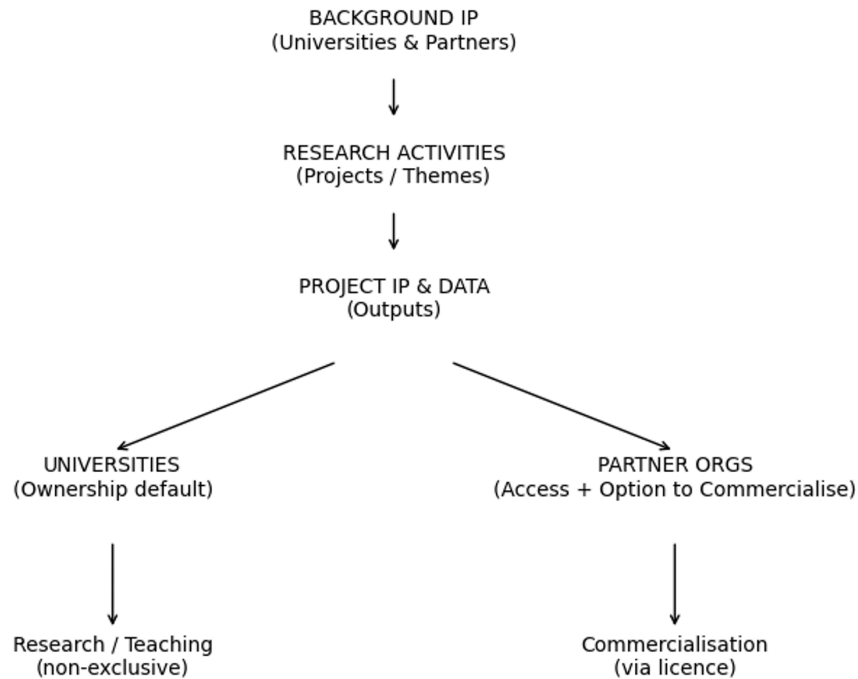


Figure 1: General flow and default ownership of Data in SAGE-M.

Data ownership will align with the ARC Grant Agreement, the Participant Agreement and individual Project Agreements, as well as relevant Institutional policies. As per the Grant and Participants Agreements, each Party retains ownership of its Background IP.

IP generated during the Centre activities will be owned by the relevant University participant(s), unless otherwise agreed in a Project Agreement.

See the following resources for more details on ARC and Institutional Data Management policies.:

- [ARC Research Data Management](#)
- [Australian Code for the Responsible Conduct of Research](#)
- [Research Data at Monash University](#)
- [University of Melbourne Research Data Management Policy](#)
- [RMIT University Data Management Procedure](#)
- [Deakin University Manage your Research Data](#)

4. Data Storage and Security

Data will be stored using approved institutional systems with appropriate backup, security classification, and access controls, in accordance with the *Australian Code for the Responsible*

Conduct of Research, cited above. Data generated within Projects will be managed by Project Leaders, who will also ensure confidentiality according to the Participant and Project Agreements, and at the request of the Partner Organisations involved.

Operational files for SAGE-M will be stored on Google Drive, managed by the Centre Manager, and accessible to the Centre Director.

5. Data Retention and Preservation

In accordance with the Grant Agreement, research data and associated records will be retained for a minimum of seven (7) years following the Project End Date and archived where appropriate.

6. Publications

All publications containing SAGE-M data and/or text, including but not limited to journal papers, conference papers, seminar presentations, conference presentations, posters, abstracts, and public articles, are subject to the SAGE-M publication approval process, detailed in Section 7. Explicit permission is required from the Project leader and the Partner Organisation on that project before the data can be made public. Further, research outputs must be made publicly in accordance with the [ARC Open Access Policy \(Version 2021\)](#), noting the following:

- any Research Output Published in respect of ARC Funded Research must be made Openly Accessible within a twelve (12) month period from the Publication Date and must include acknowledgement of ARC funding and the ARC Project ID.
- Metadata for all Research Outputs arising from ARC Funded Research must be made available to the public in an Institutional Repository as soon as possible but no later than three (3) months from the date of Publication of the Research Output.
- Metadata must include the ARC Project ID, list the ARC as a funding source and contain a permanent DOI for the Research Output. If a DOI is not available, then a permanent Uniform Resource Locator (URL) link must be provided instead to the Research Output.

Each University's Institutional Repository will automatically capture SAGE-M research outputs if the ARC Project ID (IC250100004) and the DOI are included, and the ARC is listed as a funding source.

7. Publication Approval Process

For any SAGE-M work that will be disseminated to the public, the following process should be followed:

1. Approval provided by Project Leader and Centre Director to publish the content.

2. Written approval provided by all Partner Organisations whose data is being used. Note that the timeline for approvals is 20 working days from notification of intent to publish, and if there is no response from the PO in that time, the process to publish may proceed.
3. The Centre Member intending to publish submits the form in Schedule 1 of this document to the Centre Manager, who will ensure all required approvals are in place and give written approval to proceed with publication. The form will be available to Centre Members via the Intranet section of the Centre Website.

Note that this process also applies to conference presentations prior to presentation.

8. Monitoring, Review and Updates

This DMP is a living document and will be reviewed annually and updated as required.

Schedule 1

ARC Training Centre for Sustainable and Green Economy Manufacturing

Publication Notification Form

Send completed forms and appropriate documents to sage-m@monash.edu.

Title of Publication:					
Authors of Publication:					
Who is the Project Leader/Principal Supervisor and have they approved the publication?					Yes/No
Type: (circle relevant box and include with form)	Journal article	Conference paper	Conference presentation	Conference poster	Book chapter
Place of publication: (e.g. journal, conference name, date and location, book title)					
Does the publication contain work done on Partner Organisation material: (identify Partner/s and material)					
Abstract/Summary:					
Date of event or publication deadline					
Does the publication contain the correct acknowledgements? Yes/No Correct acknowledgments include					
<ul style="list-style-type: none"> This research was conducted by the Australian Research Council Sustainable and Green Economy Manufacturing Industrial Transformation Training Centre (project number IC250100004) and funded by the Australian Government, universities and industry. If your Projects Partner Organisation is not a co-author please acknowledge that Partner Organisation. 					
Please note For approved conference abstracts/papers the conference presentation must also be approved before being presented.					
For the Training Centres Managers use					
	Name		Date Approved		
Relevant PO Approval					
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