

Reporting requirements: Data storage and management

Declaration on data storage

When submitting a Final Project Report relating to a project with a contract issued in October 2007 or later, you are also required to submit a form declaring the location of project records to ensure that all the supporting experimental data are retained in a form that ensures integrity and security, and prevents unauthorised modification. AHDB Cereals & Oilseeds would also welcome the submission of this form for projects contracted prior to 2007 but this is not a contractual obligation. The declaration form, which is attached at the end of this document, should be signed by the lead scientist and signee, as specified on the AHDB Cereals & Oilseeds contract.

Provision of data following completion of the contract

The objective of the requirement detailed above is to ensure that all or part of a dataset can be extracted and analysed by a person with reasonable technical knowledge for seven years after completion of the project. When access to data is requested by a third party, AHDB Cereals & Oilseeds will charge a handling charge, which will be paid to the contractor to cover the time it would take to prepare data and supporting information and field any subsequent questions. The charge will be agreed between AHDB Cereals & Oilseeds and the contractor and will be based on the periodically reviewed AHDB Cereals & Oilseeds daily rate. In collaborative projects, including LINK, confidentiality clauses that extend beyond the end of the contract will be adhered to.

Acknowledgement of data

AHDB Cereals & Oilseeds will undertake to determine the nature of any request to obtain access to data to ensure it is appropriate. It will also ensure that the initiator of the request understands the importance of acknowledging the source of the data.

**Email the declaration on data storage to cereals.research@ahdb.org.uk
on or before the last day of the project.**

Declaration on data storage

Along with AHDB Cereals & Oilseeds Final Project Reports, you are required to submit this declaration covering the location of all project records and archiving procedures employed. You are also asked to detail the format in which project records are stored to satisfy AHDB Cereals & Oilseeds that data are retained in a form that ensures integrity and security and prevents unauthorised modification. This declaration commits you to store data for a minimum of seven years.

Data sets (add further rows as required)

Name	Format	Location

I hereby confirm that all the information provided above is correct and the procedures followed will ensure that data are retained in an accessible format for a minimum of seven years as required for AHDB Cereals & Oilseeds contracts issued from 2007 onwards. I understand that, as outlined in the AHDB Terms and Conditions, AHDB Cereals & Oilseeds may require me to provide data in response to reasonable third party requests and that I will receive a fee for responding to such requests.

Lead scientist name:

Lead scientist signature:

Date:

Signee name:

Signee signature:

Date: