GRDC Guideline for processing RD&E Data Access requests for re-use by Research Partners

Initiation of Data Request:

The workflow is designed to ensure a systematic and collaborative approach to handling RD&E data requests, involving both GRDC and Research Partners in the decision-making process while adhering to GRDC's overarching principle of making data as open as possible and as closed as necessary.

The workflow is comprised of the following steps, described in more detail below:

1. Third party requests data access from GRDC
2. Review and recommendation for access of data request by GRDC Investment Manager
3. Notification of request to data co-owner
4. Review of data request by co-owner
5. Agreement between co-owner and GRDC
6. Notification of outcome to third party requestor
7. Dataset released by co-owner, GRDC is informed of release
8. Data transfer is documented

A third party can make a request to GRDC to access RD&E Data through several channels as outlined in the table below. These channels ultimately guide the third party to fill out the RD&E Data Request Form. This form is linked to from the GRDC Data Catalogue.

Any request to access RD&E Data received by GRDC Staff outside of the Form should be redirected to the RD&E Data Request Form available on the GRDC Data Catalogue.

A data request may also be received by a research partner co-owner. GRDC encourages our research partners to also redirect requests to the RD&E Data Request Form.

grdc.com.au

Channel	Description	Action
RD&E Data Request Form [Request Data]	Third parties can make a request using the RD&E Data Request Form on the GRDC Data Catalogue. This Form provides a standardised way to document data access requests and to capture the minimum information required for GRDC to action a request. The information submitted via the Form is captured in a Microsoft Form and the submission of a request triggers an email to be sent to request.data@grdc.com.au	GRDC will proceed with reviewing the request as per GRDC Data Access Procedure (internal document). GRDC will acknowledge receipt of the request as soon as possible and will consider the request within a reasonable period (28 calendar days)
request.data@grdc.com.au	Third parties may email request.data@grdc.com.au with a request to access data. This email address is a dedicated [mailbox/inbox] that has been established to monitor and action requests to access RD&E Data. This email address is listed on every metadata record in the GRDC Data Catalogue.	Redirect third parties to use the RD&E Data Request Form to make their request within 3 days of receipt of the request.
Direct to GRDC Manager	Third parties may make a request to access RD&E Data directly to GRDC managers.	These requests will be redirected to the RD&E Data Request Form within 3 days of receipt of the request.

Review of Data Request by GRDC:

GRDC receives the data request and reviews it. GRDC will review the request with an emphasis on making the data as open as possible.

The review timeframe depends on the complexity of the Contract under which the RD&E Data was generated. GRDC will endeavour to provide a written notice of approval or rejection with reasonable period (28 calendar days).

GRDC will consider:

    i)   The Access Condition that has been assigned to the requested RD&E Data. If the Access Condition has not been assigned, GRDC will review and recommend an Access Condition for the RD&E Data.

    ii)   The intended use of the RD&E Data

    iii)   Are there co-owners of the RD&E Data that need to be consulted prior to release of the RD&E Data?

    iv)   Any sensitivities that need to be addressed prior to release of the RD&E Data?

    v)   Whether GRDC and/or the co-owner need to facilitate access to the RD&E Data (in cases where the data is not available for independent download from an Approved Repository).

GRDC review may recommend one of the following outcomes:

    i)   If the data is already Open Access the data should be made available via CC-BY licence conditions.

    ii) The data should be assigned as Open Access and be made available via CC-BY licence conditions.

    iii) Keep data a Restricted Access but make available under an agreement which could be a GRDC Generic MTA or another license that has been approved by GRDC Legal.

    iv) Keep data as Conditional Access and identify the specific conditions that must be met before the data can be shard (RD&E Data are shared once defined conditions are met/agreed).

    v)   Decline to share the data.

Notification to Data Co-Owner:

GRDC notifies data co-owner of the data request and GRDC's recommendation on the data request.

The co-owner reviews the data request:

The co-owner reviews the Research Contract, IPPO register, or Data Management Plan under which the data was generated.

The co-owner makes a recommendation based on their assessment.

Agreement between Co-Owner and GRDC:

The co-owner notifies GRDC of the outcome of their review.

GRDC and the co-owner collaborate to agree on the outcome, specifying the license and any conditions for data sharing.

Notification to Data Requester:

GRDC notifies the original data requester (requests that come through GRDC first) of the outcome, specifying the agreed-upon license and conditions for data access. The data may be shared under a CC licence, an MTA, or other data sharing agreement.

The Co-owner to provide a draft MTA where the recommendation is to share the data, that way GRDC can approve the request and the associated MTA at the same step.

Data Release Process:

If the decision is to share the data, the co-owner with custody of the data will release the data to the Data Requester once the [GRDC Approved Generic MTA](#) or data sharing agreement has been executed.

The Research Partner informs GRDC that the data has been shared.

Documentation and Record Keeping:

All decisions, recommendations, and data sharing agreements are documented and stored for future reference.

GRDC requires a copy of the executed data sharing agreement.

This may include updating the IPPO register, Data Management Plan, Data Access Request Form, or other relevant documentation.