



What do I put on my grant application?

See also: [What are the Australian Research Council \(ARC\) requirements?](#)

All UNSW researchers have access to [ResToolkit](#) to create and register a [Research Data Management Plan \(RDMP\)](#). The [RDMP](#) is integrated with the UNSW Data Archive - you must have a [RDMP](#) to obtain a storage allocation in the UNSW Data Archive.

Researchers are also strongly encouraged to plan for their project data to be deposited in discipline-specific repositories where these are available. See [Where can I share and find research data?](#) for more information.

So as a minimum, you can include statements such as:

- "UNSW has implemented a data storage solution for every stage in the life cycle of a research project."
- "The UNSW Data Archive will be used to store the data for this project for at least 7 years"
- "The data management plan for the project will be established using UNSW's ResData portal. "
- "Data will be archived using UNSW's Data Archive (or other archive mechanism as applicable)."
- "Data will made discoverable by registration on Research Data Australia (and/or discipline-specific registries where applicable)."

An example of a full statement on using the Data Archive could be:

"Access to data files will be password protected, with access restricted to project personnel. The UNSW servers are located in a secure data-centre, whereby physical access requires a swipe card or specially keyed master code. Swipe access is restricted to IT staff who have a need to access these rooms, and are encoded for access by security personnel. The room is protected by double-door airlock system, with both sets of doors independently secured. Console access to servers is password protected and requires VPN software with 2 factor authentication. Passwords for remote access to servers are required to be highly complex, and are expire every 6 months. Offsite tape storage is managed by reputable tape management companies."

Help and further information:

- For what to say about where your data is stored see [Where can I say my data is stored on a grant or ethics application?](#)
- To learn more about the Data Archive:
 - go to the [Start here](#) page
 - see all [Help Topics](#)
 - see all [Frequently Asked Questions](#) (FAQs)
 - browse through the carousel on the [homepage](#) to view all available videos
- To access the Data Archive Web application, use this [link](#), or, go to the [Home](#) page for other access options
- To create, or update, a Research Data Management Plan go to the [ResToolkit](#) service
- **Note:** the Data Archive service is also available over SFTP, see the [SFTP client guide](#) for more information