



ROLLINS COLLEGE POLICY

Title: Research Data Ownership	Type	Key Institutional
No: KI 1039	Approval Date: 6-1-2026	
Responsible Office: Institutional Analytics & Research; VPAA Provost	Reviewed By: Dean, CLA, 2-24-2026; Dean Holt, 4-6-2026; AD COO Crummer, 3-9-2026; IRB, 2-16-2026; CLA FAC, 4-21-2026; CLA EC, 4-23-2026; Crummer Faculty, 4-16-2026; VPAA Provost; 2-20-2026; President’s Cabinet, 6-1-2026	Approved By: President, 6-1-2026 Notification: College Policy Committee, 6-1-2026
Next Review: 2031-2032	Revision No: Initial Approval; See Section VII for revisioning history.	

I. Purpose/Introduction/Rationale

Rollins College is committed to supporting the intellectual contributions of its faculty, staff, and students via their scholarship. The College and its individual researchers have rights and responsibilities with respect to research data. This policy is intended to clarify the guidelines for the ownership and proper stewardship of research data. The primary goal of this policy is to ensure support for the maintenance and protection of data generated by researchers at the College.

This policy does not address ownership of the products of research, but only the raw data collected by a College researcher. College Policy KI 1032 *Intellectual Property* generally provides that books, articles, and other scholarly products are the product of the researcher. In addition, this policy does not assign the College any control over research that might impede academic freedom for researchers on campus. Instead, the policy is intended to clarify the roles and responsibilities assigned to the College and to individual researchers, and provide an avenue for handling disputes about research data management and use.

This policy is superseded by any specific terms of sponsorship for research projects with external funding agencies and applies to all programs of Rollins – the College of Liberal Arts, the Hamilton Holt School, and the Crummer Graduate School of Business.

II. Definitions

Research Data. For the purposes of this policy, research data includes all information in whatever form (e.g., physical and electronic) collected and/or generated in the course of a research project conducted at the College, under the auspices of the College, or with College employees or resources. This includes original and derivative research data, including recordings of such data. Examples of research data include, but are not limited to, any primary or secondary data and related documentation (whether analyzed or not), laboratory and field notebooks, images, slides, recordings, consent forms, analyses and results.

Principal Investigator (PI) or Co-Principal Investigator (Co-PI). The lead or principal researcher(s) on a research project. The PI has primary responsibility for the scientific and technical direction of a project. A faculty member or staff member leading a research project can be designated as a PI or Co-PI. Student research using College resources should always be supervised by a faculty or staff member who serves as a PI or Co-PI. A student researcher wishing to act as PI or Co-PI may use the appeals process designated in Section G of this policy for an exception.

III. Procedure or Application

A. Ownership of Research Data. As the recipient and/or source of research funds, the College has responsibility for budgets, regulatory compliance, contractual obligations, and data management. As such, Rollins acts as the owner of any research data conducted at the College, under the auspices of the

College, or with College employees or resources. As research owner, the College is responsible for the following.

1. Protecting the rights of faculty, staff, and student researchers, including but not limited to, academic freedom and access to data from research in which they participated.
2. Complying with the terms of applicable research agreements for sponsored projects.
3. Ensuring the appropriate use of animal subjects, human subjects, and research materials, including ensuring confidentiality and/or anonymity of data when necessary.
4. Assessing and providing reasonable infrastructure for storage, computing, security and protection of research data.
5. Handling accusations of research misconduct.

The role of research data owner does not give the College the right to interfere with academic freedom in the research process or to share the research data with any third party without the permission of the PI.

For students completing Crummer doctoral dissertations,* the doctoral student will become the owner of their dissertation research data upon successful completion of the dissertation and degree completion. For other College-related research or projects, the provisions of this policy will apply.

**Note: The Crummer Executive Doctorate in Business Administration (EDBA) program, the College's sole doctoral degree, was discontinued effective May 19, 2025. Students in the program are participating in a teach-out plan to complete degree requirements. It is anticipated that all students will complete on or before August 2029, at which time this accommodation will be struck from the policy.*

B. Stewardship. The PI or Co-PI serves as the data steward for research data. As data steward, the PI or Co-PI is responsible for the following.

1. Recording, collecting, managing, retaining and sharing research data and materials according to legal requirements;
2. Ensuring data integrity, accuracy and security of research data;
3. Utilizing best practices for data storage and documentation;
4. Maintaining confidentiality of research subjects, where appropriate;
5. Managing the work of other research assistants, including student researchers;
6. Making decisions about use and publication of research data.

C. Data Management Plan. The College strongly encourages any research team to develop a data management plan for their project that specifies the location, security, and retention of their research data. Sample plans can be requested from the Office of Grants and Sponsored Research or the Office of Institutional Research and Analytics.

D. Collaborative Research Across Institutions. In the case of a research collaboration between a Rollins College researcher and researcher(s) at another institution, this policy only applies to the research data collected and/or generated by the Rollins PI. In the case of a project with Co-PIs at Rollins and another institution, a data management plan must be submitted to and approved by the VPAA|Provost specifying the ownership and stewardship responsibilities of the relevant parties prior to commencing any research work.

E. Transfer to another Institution. If the PI or Co-PI ceases to have a relationship with the College, the ownership of the research data remains with the College. A PI or Co-PI can generally take a copy of the research data with them, though such permission may be denied in the case of research misconduct. Such a request should be made to the Office of the VPAA|Provost. Other members of the research team may take copies of the research data for projects with the permission of the PI or co-PIs. If the PIs and co-PIs cannot reach agreement, they may use the appeal process specified in Section G. If a PI or Co-PI supervising student research leaves the college, another faculty or staff member will be designated as PI or Co-PI to preserve stewardship of the data for the completion of the student project. In all cases, the original data must be retained at the College.

F. Retention of Research Data. Research data must be kept for a length of time consistent with College [Policy KI 1019 Record Retention Schedule](#) or as specified in an approved Institutional Research Board (IRB) or Institutional Animal Care and Use Committee (IACUC) application. If a student is involved in research, the data must be retained until the student's degree is awarded, the student otherwise leaves the College, or the student abandons the project.

G. Appeals and Disputes. Any appeals of the rules above, or disputes regarding the ownership, stewardship, or use of research data, will be reviewed and decided by the VPAA|Provost in consultation with a recommendation from an ad hoc committee comprised of: 1) the dean of the college in which research was conducted, 2) any relevant program chair or director including the faculty member's department chair, and 3) if relevant, the director of the Student Faculty Collaborative Scholarship Program. The decision of the VPAA|Provost is final.

IV. Related Policies or Applicable Publications

[College Policy KI 1040 Intellectual Property](#)

[College Policy KI 1019 Record Retention Schedule](#)

V. Appendices/Supplemental Materials

Not Applicable.

VI. Effective Date

This policy is effective June 1, 2026, and supersedes all versions issued previously.

VII. Revisioning History

Original Approval: 6-1-2026