**Nottingham Trent University**

**Active Research Data Storage Request Form**

**Principal Investigator details**

|  |  |
| --- | --- |
| Name: |  |
| School: |  |
| Contact Tel: |  |
| Contact email: |  |
| ORCID ID: |  |

**Research Project details**

|  |  |
| --- | --- |
| Project Title: *(This will be used to name the folder on the network)* | |
| Link to Data Management Plan: |  |
| Project timeframe | Start date: |
| Estimated end date: |
| Is the project funded? | Yes / No (delete as applicable) |
| *If ‘Yes’, please provide the following details* | |
| Name of funding body: |  |
| Project reference: |  |
| Do you have funding for data storage? | Yes / No (delete as applicable) |
| *If ‘Yes’, please provide the following details* | |
| The amount budgeted for storage: |  |
| Budget code or project/ledger code: |  |

**Reason(s) for request**

|  |  |  |
| --- | --- | --- |
| *Please tick as appropriate* | **Yes** | **No** |
| The project involves working with confidential/ sensitive data |  |  |
| The research data exceeds 5TB available on NTU OneDrive |  |  |
| It is a collaborative research project |  |  |

**Please specify the initial amount of storage required \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Additional access requirements**

|  |
| --- |
| Please provide the name and email address of any co-investigators employed at NTU that will require access to the project storage space |
| If co-investigators outside of NTU require access to the project storage space, then please provide their name, organisation and contact email |

**Please email the completed form to the Research Data Management Officer at** [**LIBResearchTeam@ntu.ac.uk**](mailto:LIBResearchTeam@ntu.ac.uk)

|  |  |  |
| --- | --- | --- |
| **For office use only (tick as appropriate):** | **Yes** | **No** |
| **Referred for ADR approval** |  |  |
| **ADR decision** |  |  |
| **Storage solution: NTU DataStore □ NTU SharePoint □ NTU OneDrive □** | | |