



**NEW ZEALAND
RESEARCH
INFORMATION
SYSTEM**

WORKING WITH NZRIS

Get in touch with the NZRIS team

If you have any questions at any time,
email us at nzris@mbie.govt.nz – we're here to help.

For more information

See our website at www.mbie.govt.nz/nzris



**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
HĀKINA WHAKATUTUKI

New Zealand Government

DATA IN NZRIS

NZRIS uses a technology solution that will allow data to be held in one place and presented in a way that is user friendly and manageable.

NZRIS WILL CONTAIN TWO TYPES OF DATA:

- 1 Data about research funding
- 2 Data about research activity

Funding data will generally include the name of the fund, the purpose of the fund, how it is being distributed and who it is being distributed to.

Research activity data will generally include the name of the project the funding is being used for and expected project outputs.

Both types of data will include the names of organisations and individuals involved in the research.

This data will be provided by organisations that fund research¹ and organisations that undertake research.²

It is important to note that NZRIS won't hold actual results of research. Also, all data will be carefully managed to ensure confidential data is protected.

APPROACH TO DATA

One of the main benefits of NZRIS will be that it creates more transparency about the research sector by opening up access to data.

However, this means that organisations that submit data to NZRIS must have a high level of confidence in how NZRIS will use and present their data.

In recognition of the importance of how data is managed, NZRIS has adopted seven principles that underpin and guide the development of the system.

These are to:

- 1 Provide a system-wide view of research, science and innovation information
- 2 Ensure open data which is easily accessible and widely used
- 3 Protect personal and commercially sensitive data
- 4 Enable the reuse of data
- 5 In time, reduce the collection and reporting burden
- 6 Ensure data is trusted, authoritative and well managed
- 7 Enable easy and automatic movement of data between systems.

¹These are referred to as "Asset Pool Managers" in NZRIS technical documentation.

²These are referred to as "Research Science and Innovation managers" in NZRIS technical documentation.

THE DATA PROCESS

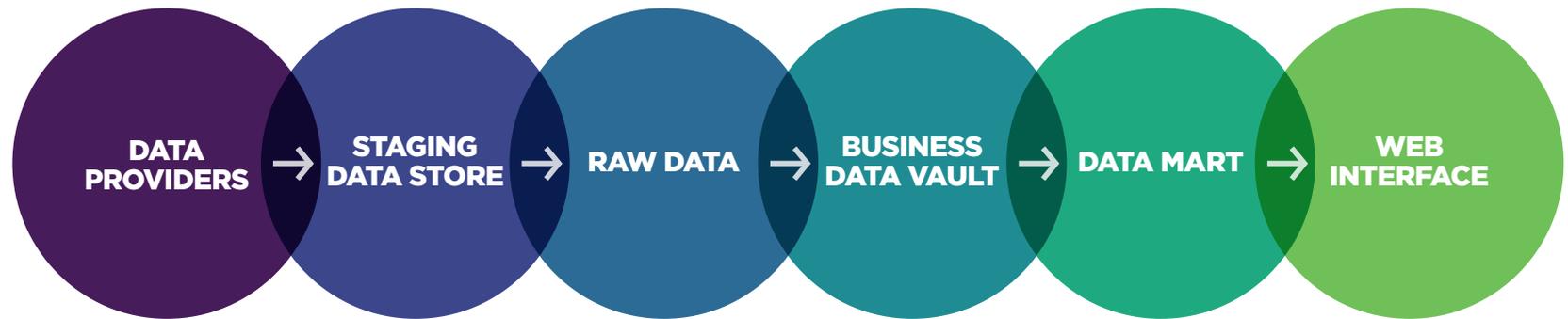
Organisations that submit data to NZRIS are known as data providers. They need to use common standards and formats when submitting their data, which are set out in the NZRIS data specification document.

There are a number of steps between the point at which data is submitted and the point it is published and made available for public view.

Once data is submitted, it will be placed in a staging data store. Here it will be matched to data specifications before moving into the raw data vault. If it doesn't meet data specifications it will need to be fixed and re-submitted at this stage.

Once the system accepts the raw data it will have a series of business rules applied to ensure the information is accurate and consistent. This includes things like protection patterns which ensure that data is kept confidential if necessary. The data then progresses through a data mart to the web interface where it will be accessible by the public.

At every stage of the process, the NZRIS team will work with data providers who are submitting data, to provide support. Submitters will also be able to check data and authorise its release at each stage. This means that no data will be made public without permission from the provider.



GETTING READY FOR NZRIS

Here are the high level steps your organisation needs to take once you have made the decision to join NZRIS, and once you set a date to join.

1. SCOPE YOUR DATA

This step involves finding out how well your current data collection and reporting systems align with NZRIS.

To do this, you first need to become familiar with the NZRIS concept model and data specifications, available on our website.

Once you've done this, you'll need to assess how the data your organisation holds matches to the NZRIS requirements. Are there any gaps? What work might you need to carry out to ensure they are matched? Have you considered what optional data you might want to provide (in addition to mandatory data)?

As part of this process, you'll also need to decide how you will deal with data that needs protection. NZRIS will ensure data that is confidential is protected, but organisations supplying data will need to identify which of the standard protection patterns should be applied to its data. Tools and guidance will be available to organisations to support you to do this.

2. PREPARE YOUR DATA AND PROCESSES

It is likely that you will need to make changes to your data systems and business processes to enable you to supply data to NZRIS. This process may take some time and effort, depending on the size of your organisation and the extent to which the data you hold is already in a form that is easily accessible and consistent with NZRIS requirements.

NZRIS will enable both manual and automated data submission via Excel spreadsheet format or by connecting to the NZRIS Application Programme Interface (API). You'll need to decide on the mechanism of submission (for example, manually or automatically) and frequency of submission (for example, weekly, monthly or quarterly).

3. ONBOARDING WITH NZRIS

The NZRIS team will work closely with your organisation during this phase, providing plenty of support.

Activities during this step include finalising data supply agreements with NZRIS, and assigning authorised users who have permission to use and view confidential data. The NZRIS team will work with your organisation during your first submissions, helping to quality check data before you authorise its release.

4. ONGOING SUPPLY OF DATA

Each organisation will need to establish the mechanisms and assign staff responsibility for the ongoing management and supply of data.

This involves establishing ongoing custodianship of your data in NZRIS. This means that you will need to respond to requests to correct errors or address other issues in your data. The NZRIS system will have easy to use processes that support you in this role.

5. PARTICIPATING IN ONGOING NZRIS STEWARDSHIP

We want NZRIS to be a tool for the sector, by the sector. As more organisations join NZRIS and it becomes more comprehensive, the benefits will grow.

A cross-sector group, the NZRIS Stewardship and Oversight group, will look at how NZRIS can develop over time, and how the data it holds will grow and develop.

GLOSSARY

NZRI uses language that is already widely accepted across the sector as much as possible. However, there are some terms that, within the context of NZRI, have specific meanings. This glossary explains some of the terms used by the project.

Application Programming Interface (API) is a common IT term which refers to the system used to transfer data to or from different systems (and in this case, NZRI).

Asset Pool refers to a collection of resources that enable RS&I activities to take place to achieve the specified purpose of the asset pool. An example of an asset pool could be a fund, although asset pools are not always monetary in nature.

Asset Pool Manager is an important role within the context of NZRI (see RS&I Manager below). It refers to the organisation that is funding or providing the resources that enable the research activity to happen. The term 'funder' may also be used, but 'Asset Pool manager' is more accurate because resources provided are not always financial in nature (for example, they could be equipment, facilities or people).

Data Mart is a place where all data will be held in table format, and able to be accessed by administrators and data custodians, and those who have special access rights. It won't be visible to the public or end users.

Data Provider is the organisation or individual that provides or submits data to NZRI.

Data Stewardship is the role responsible for setting the business rules and principles that govern what happens with the data. This role will ultimately be the responsibility of the cross-sector Stewardship and Oversight Group.

Data Vault is the data repository that holds data from providers. there is a raw data vault and a business data vault.

RS&I Manager is a Research, Science and Innovation manager and is an important role within the context of NZRI (see Asset Pool manager above). It refers to the organisation that is undertaking the research as a result of receiving resources (such as funds) from an Asset Pool manager.

HOW TO BE PART OF NZRI

Throughout 2019 and beyond we will be working closely with the sector to promote awareness and understanding of how NZRI will work.

A key priority is to make sure that NZRI is as easy as possible to contribute to and use, and that it does not create additional reporting requirements.

GET IN TOUCH WITH THE NZRI TEAM

If you have any questions at any time, email us at nzris@mbie.govt.nz. We're here to help.