

ICS 35.240.70

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**NATIONAL STANDARD OF THE
PEOPLE'S REPUBLIC OF CHINA**

GB/T 46406-2025

**Data management guideline for science and technology
research project**

科研项目数据管理指南

Issued on: October 5, 2025

Implemented on: October 5, 2025

**Issued by: State Administration for Market Regulation;
Standardization Administration of the PRC**

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Foreword

This document complies with the provisions of GB/T 1.1-2020 "Standardization Work Guidelines Part

1.Structure and Drafting Rules of Standardization Documents". Drafting. Please note that some content in this document may involve patents. The issuing organization of this document assumes no responsibility for identifying patents. This document was proposed by the Ministry of Science and Technology of the People's Republic of China. This document is under the jurisdiction of the National Technical Committee on Standardization of Science and Technology Platforms (SAC/TC486). This document was drafted by: National Space Science Center, Chinese Academy of Sciences; National Science and Technology Infrastructure Platform Center; China National Institute of Standardization. Computer Network Information Center, Chinese Academy of Sciences; Institute of Agricultural Information, Chinese Academy of Agricultural Sciences; Research Institute of Geographic Sciences and Natural Resources Research, Chinese Academy of Sciences Institute, Aerospace Information Research Institute of Chinese Academy of Sciences, National Institute of Metrology of China, National Information Center, Polar Research Institute of China, China Medical Institute of Basic Medical Sciences, Chinese Academy of Sciences; University of Science and Technology Beijing; China Center for Biotechnology

Development; Documentation and Information Center of Chinese Academy of Sciences; Jiangsu University Institute of Microbiology, Chinese Academy of Sciences; National Astronomical Observatories, Chinese Academy of Sciences; Institute of Resource Information, Chinese Academy of Forestry; China Earthquake Administration The China Earth Networks Center, the Institute of High Energy Physics, Chinese Academy of Sciences, the Beijing Institute of Genomics, Chinese Academy of Sciences (National Center for Biotechnology Information), and the Chinese Academy of Sciences Institute of Tibetan Plateau Research, Chinese Academy of Sciences; Northwest Institute of Eco-Environment and Resources, Chinese Academy of Sciences; Institute of Medical Information, Chinese Academy of Medical Sciences; National Meteorological Center Information Center, National Marine Information Center. The main drafters of this document are. Xu Qi, Zou Ziming, Li Jiahong, He Yuntao, Shi Lei, Hu Xiaoyan, Tong Jizhou, Wang Zhiqiang, Yang Qinghai, and Shen Zhihong. Wang Jian, Wang Juanle, Li Guoqing, Shen Qihui, Huan Maosheng, Wu Lizong, Liu Feng, Chen Xin, Liu Yuqin, Wu Junsheng, Wang Liqi, Ma Fuli, Ji Zhen, Lü Liangqing Ma Wenzhen, Xu Kaicheng, Shen Xi, Wu Linhuan, Cui Chenzhou, Ji Ping, Yang Tianqing, Zhang Hongmei, Song Shuhui, Pan Xiaoduo, Bai Yan, Kang Jianfang, Zhu Yanhua Wu Sizhu, Chen Jinghua, Qu Hui.

Scientific data is a crucial foundational strategic resource for national scientific and technological innovation and economic and social development, and its quality directly affects the overall quality of scientific data. Openness, sharing, and utilization. To strengthen the quality management of scientific data output from research projects and ensure the standardization of scientific data submitted from research projects. The requirements for completeness, accuracy, consistency, and timeliness need to be standardized at each stage, including project initiation, project execution, project acceptance, and comprehensive evaluation. Scientific data management activities for research projects. This document can be used in conjunction with GB/T 39912-2021 to plan scientific data output and scientific data management for research projects. Compilation, design, development, quality evaluation, submission, and open sharing of scientific data products. It outlines the key aspects of the management process, provides work guidelines, and ensures the quality of scientific data in research projects. Guide to Data Management for Scientific Research Projects

1 Scope

GB/T 46406-2025 is the Chinese national standard covering managing the data a research project produces - the data management plan written at the start, the organisation and documentation during the work, the retention and the deposit at the end, and the access and sharing conditions. First edition, already in force. Issued on 5 October 2025, it has been in force since 5 October 2025.

This document outlines the scientific data management activities and processes for

research projects, providing the tasks, objectives, key points, and outputs of these management activities. Guidance on key points and the responsibilities of relevant parties. This document applies to scientific data produced by research projects in the fields of basic research, applied research, and development research in the natural sciences and technology. According to management activities. This document does not apply to the management of scientific papers, monographs, scientific and technological reports, patents, software copyrights, standards, and project documents related to scientific research projects.

2 Normative references

The contents of the following documents, through normative references within the text, constitute essential provisions of this document. Dated citations are not included. For references to documents, only the version corresponding to that date applies to this document; for undated references, the latest version (including all amendments) applies. This document.

GB/T 31075 General Terminology for Technology Platforms

GB/T 36344-2018 Information Technology Data Quality Evaluation Indicators

GB/T 39912-2021 Technical and Management Specifications for the Submission of Scientific Data from Science and Technology Projects

3 Terms and Definitions

The terms and definitions defined in GB/T 31075 and the following terms and definitions apply to this document.

3.1 Research projects In the fields of natural sciences and technology, organized systems are those aimed at increasing the total amount of knowledge and using that knowledge to create new applications. Systematic and creative research and development activities and processes.

Note. Research projects include basic research, applied research, and development research projects, as well as research projects with two or more of the above attributes. [Source: GB/T 22900-2022, 3.1]

3.2 scientific data The original, primary, and other information reflecting the essence, characteristics, and laws of change of the objective world, accumulated through human social and technological activities or acquired through other means. Basic data, and the various types of data generated after systematic processing and organization.

Note. Scientific data refers to data generated through basic research, applied research, and experimental development in fields such as natural sciences and engineering technology, as well as data obtained through observation. Raw data and derived data obtained through

methods such as monitoring, investigation, and testing are used in scientific research activities. [Source: GB/T 39912-2021, 3.2]

3.3 By extracting valuable information from massive amounts of raw data, and through processing, fusion, and reorganization, information is formed that possesses...

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