Guidelines for managing research data at the University of Stavanger

2020

1. Overriding principle

The University of Stavanger (UiS) aligns itself with the principles of the Norwegian Research Council (NRC)[1] and the EU[2] with regards to managing research data. Data should be "as open as possible, as closed as necessary". All research data should be made openly available, unless there are factors which dictate limits on the availability. In such cases, this should be explained in the data management plan.

Furthermore, UiS expects the research data management to be in line with the FAIR principles[3]. In other words, research data should be findable, accessible, interoperable and reusable.

The guidelines shall apply from 2oth of April 2020, and shall not have retroactive effect.

2. Extent and definitions

The guidelines apply to all research conducted by UiS staff during paid working hours, and/or is wholly or partially funded by UiS. The guidelines also apply to any other research wholly or partially funded by UiS.

Research data is defined as any registration, recording and reporting that is generated by or arises during the course of research projects, and considered of scientific interest. Research data can be numbers, textual records, statistical material, source code, images and sounds etc.

3. Ownership to data

As a general rule, UiS owns all research data generated through research carried out by UiS employees. This applies to permanent staff, temporary staff and PhD candidates. Normally, UiS does not own students' data, unless this has been agreed on.

Generally speaking, UiS also owns research data from projects wholly or partially funded by UiS, but in cases where several funding institutions are involved, agreements may be made about whose responsibility it is to archive and make available data and results from the research. If the research is carried out for commercial stakeholders, UiS shall retain the rights to make data openly available, unless other factors dictate otherwise.

4. Costs

Any costs associated with archiving research data should normally be covered by the project, and this should be included in the application for research funds. If the funder does not cover this, or if the research is not part of a project, UiS should cover the costs.

5. Archiving and making data available

Research data should be archived in order to be reusable for a wide audience, and available for a long period of time. Data must therefore be saved in formats which make this possible. At

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[1] Norges forskningsråd 2017
[2] European Commission 2019?a
[3] European Commission 2019?b ; FAIR means Findable, Accessible, Interoperable and Usable

DataverseNo there is a [list of formats to be used and to be avoided.](#)

There are many archives available internationally. UiS has chosen DataverseNo as a primary archive, as have many other Norwegian higher education institutions. The University Library (UBIS) will handle the DataverseNo administration and support.

It is possible to archive data in a different open archive or directly with the journal but UBiS should be informed. A prerequisite for this is that the chosen archive or journal complies with data security at UiS and the FAIR principles. It is not enough to archive data as supplementary material, as this means the data will not be a separate object with its own DOI.

Research data should be made available at an early stage. Data which forms the basis of scientific publications should be made available as early as possible, and no later than at the time of publishing. Other data which maybe of scientific interest, should be made available within a reasonable time, and no later than three years after the project has ended.

Research data should be made available for all foreseeable future, unless there are other factors which dictate otherwise. If such concerns exist, UBIS should be informed, so that an agreement can be made for how long data should be saved.

Research data should be archived in a way which makes them easy to find and identify. They should therefore be equipped with sufficient metadata, i.e. data which describes the dataset.

All data should have a license. Considering «Open as standard», the license should place the fewest possible restrictions at access and re-use. CC-0[4] is therefore recommended, unless particular factors indicate that a stricter license is appropriate.

6. Exemptions

In some cases, the obligation to make data available does not apply. Examples could be:

- Legal reasons, e.g. sensitive data. In such cases, it will be necessary to establish if data should be exempt from the public indefinitely, or for a certain time, (e.g. five or ten years), and whether data can be made available if they are sufficiently anonymised.

- Reasons of safety/security, e.g. national security. In such cases, data should not be made available while the threat is considered to be present.

- Commercial reasons: Data which are considered to have economic value may be exempt from being made openly available. The data may be made available after a certain period of time, as agreed by the stakeholders.

NB: Data may have economic value and yet not be exempt from public view.

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[4] Information about CC-0: https://creativecommons.org/share-your-work/public-domain/cc0

7. Researcher's responsibility

- The researcher or project manager shall manage the research data in accordance with the principles and requirements listed above.

- All publicly funded research projects are expected to have a data management plan. The plan shall describe how the individual researcher or research group will proceed to fulfil the requirements for archiving research data and making them openly accessible.

8. UiS' responsibility

- UiS is responsible for offering a safe and user-friendly solution for archiving and making research data available.

- UiS shall offer training and support for this data management solution.

- UiS shall have easily accessed information about guidelines and technical solutions for archiving research data, and make sure that this information is up to date.

- If the data management is not externally funded, UiS shall, as far as possible, make sure that the costs associated with data management plans and data archiving for the individual researcher or research group are covered.

- The University Library (UBIS) is the primary contact and service provider.

References

European Commission (2019?a). H2020 Online Manual: Cross-cutting issues: Open Access & Data management. Available at https://ec.europa.eu/research/participants/docs/h2020-funding-guide/cross-cutting-issues/open-access-dissemination_en.htm

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