UAB

Universitat Autònoma de Barcelona

Institutional Policy on Open Access to Research Data at Universitat Autònoma de Barcelona
(Approved by the Governing Council on 11 March 2020)

Preamble

The Universitat Autònoma de Barcelona (UAB) acknowledges the importance of research data[i] and the need for a policy aimed at promoting its visibility and reuse.

This policy was drawn up by the Open Access Commission and was approved by the University Governing Council on 11 March 2020.

1. Scope of application

This policy applies to all research staff in active employment at the Universitat Autònoma de Barcelona[ii]. When research activities are funded externally, under terms governing research data management that differ from those set out in this policy, the terms of the funding institution take precedence.

2. Rights

By default, rights deriving from the generation and use of the data are regulated by current legislation, UAB regulations and labour regulations applying to research staff.

3. Publishing research data

Whenever stipulated in the call, programme or plan governing publicly funded national and international research projects, the UAB Digital Document Repository (DDD) must be used to store and disseminate the final research data from these projects, in accordance with the document Multidisciplinary Repositories for Open Access Data.

It is recommended that academic staff and PhD students working with research data during their research make this data publicly available once they have finished their research. UAB recommends using its DDD repository when publishing the results of the research.

Data must be stored in a proper way, ensuring its integrity. Once data is made public it must meet the standards of findability, accessibility, interoperability, and reusability (FAIR data).

Data must be published in open-access format, except in cases where access to it must be restricted on grounds of confidentiality, safety, privacy or agreements with third parties. This means that the data must be made available under a less restrictive licence for reuse, such as Creative Commons[iii] CC0 or CC BY.

In order to ensure reference to the original author the UAB assigns a permanent identifier (DOI or URI) to each element (dataset) published in the DDD. Also, a record is kept of access to the data for the purposes of recognition and permanence management.
Data published in the DDD are kept without time limits[iv] until a committee to deliberate on permanence is appointed.

4. Responsibilities

The University and the research staff are responsible for publishing research data.

4.1 Research staff

Research staff must

a) publish a Data Management Plan (DMP)[v] setting out how the data has been managed, in accordance with the requirements of the funding institutions;
b) manage data obtained in a research activity in line with this policy, applicable regulations and legislation, ethical principles and any contract obligations;
c) collect, record, archive and publish data in accordance with the principles set out in this policy, namely that data must be findable, accessible, interoperable, and reusable (FAIR data);
d) ensure the sustainability of data storage in the case of the maximum capacity established by UAB being surpassed;
e) ensure that the management of personal data follows the UAB protocol, including consultation with the Data Protection Officer and, if necessary, approval from the UAB Bioethics Committee.

4.2 The University

The University, represented by its Area of Research Management, Library Service and IT Service must

a)   have the means and resources to implement this policy: DDD maintenance and provision of training for the UAB community;

b)   cooperate with the Catalan Consortium of University Services (CSUC) in developing resources to help research staff prepare data management plans required of them by the UAB or by third parties[vi];

c)   provide training, support and advice to research staff regarding data management, in accordance with legislation and applicable regulations, and the requirements of funding institutions;

d)   make the DDD available to research staff for publishing their final research data, preserve this data and ensure it remains permanently accessible to the public;

e)   periodically review the recommendations for assigning licences to research data;

f)   develop a sustainable system of data publishing costs (5GB per dataset guaranteed, to be updated in line with technological developments, performing an ad hoc analysis of publishing costs in the case of larger datasets;

g)   safeguard the rights of both the university and the research staff;

h)   encourage open access to data in other academic fields, such as teaching, management and cultural heritage.

5. Validity

This policy comes into effect on … and it will be revised by … every 5 years, or less if so required by the Open Access Commission.
The University Governing Body must ensure the implementation of this policy.

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[i] We consider research data to be the numerical, textual, image or sound records that are used as primary sources for scientific research and which are commonly accepted by the scientific community for validating research results.

[ii] This group comprises all research staff in active employment at UAB, including those under contract and PhD students. Individuals or research centres/groups not directly affiliated to UAB and project partners from other universities who are conducting their research with help from UAB or on the UAB premises are also considered to be members of the institution with regard to this policy.

[iii] Creative Commons licences recommended by UAB.

[iv] DDD policy on preservation

[v] A Data Management Plan (DMP) is a structured guide (in the form of a document or an online tool) that describes the whole life cycle of a research project's data and which will have to be updated when necessary. The Data Management Plan must ensure that research data is traceable, retrievable, authentic, citable and properly stored, conformity with legal requirements, and the adoption of appropriate security measures for its subsequent use. DMPs should be submitted in a machine-readable format.

[vi] For example, recommendations, aid or the specific software Research Data Management Plan