



**AGREEMENT APPROVING THE RESEARCH
DATA MANAGEMENT POLICY OF THE
UNIVERSITY OF GIRONA**

Approved by the Governing Council in session no. 2/2022 of 16 February 2022



Purpose

Given the University of Girona's commitment to the Open Access movement, which began with the signing of the Berlin Declaration and continued with the first University of Girona Open Access Policy, and the University of Girona Open Access Mandate in 2021.

Given that the UdG is in the process of implementing the Open Science initiative, understanding the need to make available to the public not only scientific publications but also the primary sources of scientific research: research data.

Given that the management of these research data following the FAIR data principles (Findable, Accessible, Interoperable, and Reusable) has been widely accepted by the international community and is key, for example, in the Horizon Europe programme.

By virtue of the fact that the favourable report of the authorised Executive Committee for Research, Transfer and Doctoral Studies has been displayed and seen, agreed in its session 2/2002 of 16 February 2022, it is proposed **TO AGREE TO THE FOLLOWING:**

One To approve the attached Research Data Management Policy

This agreement, which puts an end to the procedures available through the administrative courts regardless of its immediate implementation, may be optionally appealed against by the individuals concerned before the body that approved it, within a period of one month as from the day following that of its publication, in accordance with the provisions set out in Articles 123 and 124 of Act 39/2015, of 1 October, on Common Administrative Procedure; or appealed against directly by judicial review before the judicial review courts of Girona, within a period of two months as from the day following that of its publication, in accordance with Articles 8.3, 14.1 and 46.1 of Act 29/1998, of 13 July, governing judicial review jurisdictions.

The persons concerned may likewise lodge any other appeal that they deem fit to defend their interests.

University of Girona Research Data Management Policy

Introduction

The University of Girona's commitment to the Open Access movement began with the signing, in 2010, of the Berlin Declarationⁱ, the first University of Girona Open Access Policyⁱⁱ, and later the University of Girona Open Access Mandateⁱⁱⁱ approved on 19 April 2021. The UdG is currently in the process of implementing what is known as Open Science, a broader concept that understands the need to make available to the public not only scientific publications but also the primary sources of scientific research: research data.

These data have to be managed in a way that enables the ratification, at any moment, of any publications based on said data and they must also be reusable for new research projects. This is what is known as the FAIR data principles^{iv}: research data should be Findable, Accessible, Interoperable, and Reusable.

These FAIR data principles have been widely accepted by the international community: they are the guiding principles of data management within the Horizon Europe programme. At its summit in Hanzhou in September 2016, the G20 also issued a declaration in favour of the FAIR principles for research data^v.

With regard to our own operating circles, the open science area of the CSUC^{vi} has agreed on a data management policy model that enables universities to deploy their own data following a set of common directives and defining some directives that are essential in each and every one of them. Furthermore, the university system of common tools has been equipped to make data management plans ([eiNa DMP](#), Data Management Plan) and a federated and multidisciplinary data repository ([CORA](#)).

For these reasons, the University of Girona recognises the importance of good practice in research data management and storage, using infrastructures that comply with data access protocols (such as Sharepoint) and justifies the creation and adoption of a policy to support this.

1. Scope

The following policy applies to all research personnel, including associated staff and trainee academic staff, at the University of Girona and to all technical,

administrative and service staff that support R&D&i tasks. People who are not directly affiliated to the University of Girona but who make use of UdG resources and facilities to undertake research

activities are also considered to be members of the institution for the purposes of this policy.

In cases where the research activities are financed externally and are subject to research data management conditions that are different to those stipulated in this policy, the conditions of the institution funding the project shall prevail.

2. Rights

By default, any rights that may result from the generation and use of research data shall be regulated by the University's intellectual property regulations, the employment relationship of the researchers and any obligations that may be established by the bodies funding the research project.

3. Guiding principles

In accordance with the FAIR data principles, data management at the University of Girona shall be based on a series of actions that ensure compliance with these principles.

- Efforts shall be made to offer institutional or consortium software to manage the research data.
- Members of the university community shall ensure that servers and storage spaces are made available.
- Efforts shall be made to preserve the research data in order to guarantee its reuse.
- Efforts shall be made to preserve the data in accordance with appropriate standards, criteria and protocols.
- The use of standards shall be promoted in the treatment of research data in order to guarantee interoperability.
- The use of persistent identifiers shall be promoted.
- Training and advice will be provided on research data management, following the FAIR data principles, to everyone involved in the management of research data.
- The University's research data management support services will be promoted.
- Efforts shall be made to ensure compliance with the code of ethics and professional code and

to comply with any legal obligations related to research.

- Open access to research data will be promoted wherever this is possible, and in a restricted way when necessary.

4. Research data management

The research data will be stored as soon as it is obtained in a space where access is restricted to the researchers working on the research project. The data

shall be stored correctly, in full, unadulterated and in a responsible manner. The data shall remain in this infrastructure for a minimum period of 10 years from the date it is deposited.

The data produced will have to be made public (databases, not the raw data), by sending them to a subject-based or institutional repository a maximum of six months after the research is completed or when the research results are published. When the data are made public, they will need to be findable, accessible, interoperable and reusable. These data will be kept permanently.

The University will establish a specific procedure for deleting data when its storage period comes to an end or for legal or ethical reasons.

In cases where access to the data needs to be restricted for reasons of confidentiality, security, privacy or due to agreements with third parties, the data shall be published openly, that is to say, with a license that enables extensive reuse, such as, for example, the Creative Commons CC0 or CC BY licenses.

5. Responsibilities

The responsibility for data management falls on the researchers and the institution.

The researchers are responsible for:

- Producing a data management plan (DMP) that indicates how the data will be managed. This plan should follow the guidelines set out required by the funding bodies and, in their absence, the guidelines established by the University. A data management plan is obligatory for research projects that receive specific funding (including internal UdG funding calls) and is recommended for research projects without funding. The research plans of trainee academic staff should include a section describing their data management predictions. This section shall be considered the simplified data management plan.
- Managing the data obtained from a research activity in accordance with this policy, applicable regulations and legislation, ethical principles and any other requirements determined in the contractual relationship.
- Collecting, documenting, archiving and publishing the data following the principles established in this policy: data that are findable, accessible, interoperable and reusable.
- Guaranteeing the funding of the data storage when it exceeds the threshold established by the institution.
- Obtaining the approval of the institution's ethics committee where necessary.

The University is responsible for:

- Offering the resources and means to make this policy viable: establishing a specific service for managing research data, the infrastructure needed and the training of members of the university community.
- Establishing a set of guidelines for producing the data management plans that researchers are asked to draw up either by the university or third parties.
- Offering training, support and advice to researchers so they can manage the data in accordance with legislation, the requirements of the funding institutions and any other relevant regulations.

- Developing and offering the infrastructure needed to securely store the research data of researchers and to preserve them for a minimum period of 10 years, ensuring authorised persons have access to them during this period.
- Developing and offering the infrastructure needed to publish the research data of researchers and to preserve them, ensuring they are permanently accessible to the public.
- Drawing up recommendations to assign usage licenses for the research data.
- Establishing a sustainable costs system for the storage of data that enables cost-free use by any researchers up to a certain threshold and payment to be assumed by the researchers when this threshold is exceeded.
- Ensuring the rights of the institution and researchers.

6. Validity and monitoring of the policy

This policy shall be approved by the Governing Council of the University of Girona and will enter into force on the day of its approval, although it will be reviewed every two years.

The vice-rector with Research functions will be responsible for monitoring the roll-out of this policy.

The Library, with the support of the Office of Research and Technology Transfer (OITT), where required, is responsible for applying the contents of this document, reporting on its monitoring and proposing measures for its adequate application and proposing updates.

The Authorised Committee for Research, Transfer and Doctor's Degrees will approve the guidelines and recommendations required to finalise any sections of the document that require them.

Glossary

Active data are research data files that are in a process of continual change and/or development. These files are modified and/or updated as the data are compiled or processed. Some datasets may never be completed. They can be deposited in a data repository that takes into account the different versions so they can be cited.

Research data are the non-theoretical evidence that forms the basis of the conclusions derived from a research project, and which can be used to validate these conclusions regardless of the form they take (digital or physical). This may be the quantitative and qualitative information gathered by researchers in the course of their work through experimentation, observation, modelling, interviews, information taken from other sources (for which the rights can be retained¹) or through other methods. The data may be primary or derived from primary data.

Open data are the research data that are kept at the end of a research project and that are available to be reviewed openly and without restrictions.

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Metadata are those data that provide information on other data, with the aim of enabling the identification, description and recovery of these³.

Trainee academic staff (assistants and research fellows). Members of staff who are scholarship holders or employees with temporary employment contracts who are generally employed within the framework of a programme for the promotion of scientific or technical research and who eventually obtain a PhD⁴.

Own research staff are people with a doctoral degree who have a contract with the University, in accordance with current legislation and who undertake academic research.

Associated research staff are people with a doctoral degree that undertake research tasks at the University through any form of collaboration.

Data management plan (DMP) is a structured document that describes the entire life cycle of the data from a research project. The plan must ensure that the research data is traceable, available, citable, and correctly stored in accordance with legal parameters and suitable security measures.

¹ Concordat on Open Research Data (2016).

<https://www.ukri.org/files/legacy/documents/concordatonopenresearchdata-pdf/>

² Creative Commons (2020).

<https://creativecommons.org/publicdomain/zero/1.0/deed.ca>

³ Definition taken from Termcat

⁴ Definition taken from Termcat

ⁱ Max Planck Gesellschaft. (2003). Berlin Declaration on Open Access to Knowledge in the Sciences and Humanities. Recovered from <https://openaccess.mpg.de/Berlin-Declaration>

ⁱⁱ University of Girona. (2012). University of Girona publications open access policy. Recovered from <https://dugi-doc.udg.edu/handle/10256/3894>

ⁱⁱⁱ Universitat de Girona. (2021). Mandat d'accés obert de la Universitat de Girona. Recuperat des de https://static2.udg.edu/uploads/bou/2686/Acord_Mandat_Open_Access_UdG.pdf

^{iv} Wilkinson, M.D., et al. "The FAIR Guiding Principles for Scientific data mangement and stewardship". Scientific Data, 3.2016. <https://www.nature.com/articles/sdata201618>

^v G20 leaders. "G20 leaders" Communique Hangzhou Summit" European Commission, 05-09-2016. http://europa.eu/rapid/press-release_STATEMENT-16-2967_en.htm

^{vi} Model of research data management policy for a university (Doc. C018/ 13)

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