



Institute for Bioengineering of Catalonia

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# IBEC'S RESEARCH DATA MANAGEMENT POLICY

NODE 02



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# IBEC'S RESEARCH DATA MANAGEMENT POLICY

## PREAMBLE

The Institute for Bioengineering of Catalonia (IBEC) is a research centre whose purpose is to carry out interdisciplinary research at the highest international quality level which, by creating knowledge, helps to improve health and quality of life and generate wealth.

As a result of its activity, IBEC generates research data, defined as all information (independent of form or presentation) needed to support or validate the development, results, observations or findings of a research project, including contextual information. Research data include all materials which are created in the course of academic work, including digitisation, records, source research, experiments, measurements, surveys and interviews. This includes software and code. Research data can take on several forms: during the lifespan of a research project, data can exist as gradations of raw data, processed data (including negative and inconclusive results), shared data, published data and Open Access published data, and with varying levels of access, including open data, restricted data and closed data.

IBEC recognizes the fundamental importance of research data and the management of related administrative records in maintaining quality research and scientific integrity, and is committed to pursuing the highest standards, as stated in IBEC's Code of conduct for research integrity. IBEC adheres to the CERCA Data Management Strategy, approved on June 3, 2020, with which this Research Data Management Policy is aligned. IBEC acknowledges that correct and easily retrievable research data are the foundation of and integral to every research project. They are necessary for the verification, defence and protection of research processes and results. Research Data Management (RDM) policies are highly valuable to current and future researchers. Research data have a long-term value for research and academia, with the potential for widespread use in society. To ensure this, research data should follow FAIR principles and be findable, accesible, interoperable and reusable.

## JURISDICTION

This policy for the management of research data applies to all researchers and should be known by all professionals linked to IBEC at all career stages, from Group Leaders to students, technicians or support members, including employees, affiliated researchers, associated researchers, PhD students, visiting scientists, collaborators under a collaboration agreement with another institution, or individuals associated with IBEC that are authorized to use facilities, funds and/or services when engaging in research activities. They should all be familiar with its content.

The policy was approved by the Board of Trustees of IBEC on 29/09/2021. In cases when research is funded by a third party, any agreements made with that party concerning intellectual property rights, access rights and the storage of research data take precedence over this policy.



## INTELLECTUAL PROPERTY RIGHTS

As stated in IBEC's code of conduct for research integrity and deployed in IBEC's Industrial and Intellectual Property Regulations, all data arising from a research carried out in IBEC or by people linked to IBEC is the property of IBEC and has to be at the disposal of IBEC staff if required. IBEC has the right to choose how to protect, publish and share the data, unless otherwise stated in agreements with third parties, and should be informed in advance.

## HANDLING RESEARCH DATA

It is important to preserve the integrity of research data. Research data must be stored in a correct, complete, unadulterated and reliable manner. Furthermore, they must be identifiable, accessible, traceable, interoperable, and whenever possible, available for subsequent use.

Before sharing Research Data during or after a project, it is essential to consider whether this is permissible in light of IPR ownership, ethical, privacy, confidentiality requirements or any legal, regulatory or funding restrictions. In addition, Researchers must consider in consultation with IBEC's Tech Transfer Unit whether Research Data has commercial potential and if it is suitable for protection and/or transfer under IBEC's Industrial and Intellectual Property Regulations.

Research data should be stored as soon as it is obtained in a restricted access space available to the researchers involved.

With the approval of IBEC, once the research project is finished, research data should be stored and made available for use in a suitable repository or archiving system depending on the discipline and IBEC's and CERCA's policies regarding institutional repositories. Data should be provided with persistent identifiers. Exceptionally, even if the research project is not finished, data relevant for any publication should also be stored in a suitable repository with persistent identifiers.

In compliance with intellectual property rights, and if no third-party rights, legal requirements or property laws prohibit it, research data should be assigned a licence for open use such as CC0 or CC-BY from Creative Commons.

Adherence to citation norms and requirements regarding publication and future research should be assured, sources of subsequently-used data explicitly traceable, and original sources can be acknowledged.



Research data and records are to be stored and made available according to intellectual property laws and IBEC regulations or the requirements of third-party funders, within the parameters of applicable ethical, legal or contractual requirements, e.g. EU restrictions on where identifiable personal data may be stored. Research data of future historical interest and the administrative records accompanying research projects should also be archived.

The minimum archive duration for research data and records is 10 years after either the assignment of a persistent identifier or publication of a related work following project completion, whichever is later.

In the event that research data and records are to be deleted or destroyed, either after expiration of the required archive duration or for legal or ethical reasons, such action will be carried out only after considering all legal and ethical perspectives and with prior approval of IBEC. The interests and contractual stipulations of third-party funders and other stakeholders, employees and partner participants in particular, as well as the aspects of confidentiality and security, must be taken into consideration when decisions about retention and destruction are made. Any action taken must be documented and be accessible for possible future audit.



## RESPONSIBILITIES, RIGHTS, DUTIES

The responsibility for research data management during and after a research project lies with IBEC and its researchers and should be compliant with codes for the responsible conduct of research.

### Researchers are responsible for:

a) Management of research data and data sets in adherence with principles and requirements expressed in this policy. In particular, the Group Leader of each research group will be responsible for the adherence with principles and requirements expressed in this policy of all the staff assigned to their research groups. He/she will be able to designate a responsible of data within their groups to liaise with IBEC's support Units.

b) Collection, documentation, archiving, access to and storage or proper destruction of research data and research-related records. This also includes the definition of protocols and responsibilities within a joint research project. Such information should be included in a Data Management Plan (DMP), or in protocols that explicitly define the collection, administration, integrity, confidentiality, storage, use and publication of data that will be employed.

A DMP is a structured guideline (document or online tool) which depicts the entire lifecycle of data and can be updated if needed. Data management plans must assure that research data are traceable, available, authentic, citable, properly stored and that they adhere to clearly defined legal parameters and appropriate safety measures governing subsequent use. Ideally, DMPs should be delivered in a machine actionable format.

Principal investigators will produce a DMP for every research project, including supervised PhD thesis.

c) Compliance with the general requirements of the funders and the research institution; special requirements in specific projects should be described in the DMP;

d) Planning to enable, wherever possible, the continued use of data even after project completion. This includes defining post-project usage rights, with the assignment of appropriate licences, as well as the clarification of data storage and archiving in the case of discontinued involvement at the IBEC;

e) Backup and compliance with all organisational, regulatory, institutional and other contractual and legal requirements, both with regard to research data, as well as the administration of research records (for example contextual or provenance information) with the support of IBEC.

f) To ensure appropriate institutional support, it is required that new research projects are registered at the proposal stage at IBEC.





## **IBEC is responsible for:**

- a) Empowerment of organisational units, providing appropriate means and resources for research support operations, the upkeep of services, organizational units, infrastructures, and employee education
- b) Support of established scientific practices from the beginning. This is possible through the drafting and provision of DMPs, monitoring, training, education and support, while in compliance with regulations, third-party contracts for research grants, university/institutional statutes, codes of conduct, and other relevant guidelines;
- c) Developing and providing mechanisms and services for the storage, safekeeping, registration and deposition of research data in support of current and future access to research data during and after the completion of research projects in accordance with the CERCA Data Management Strategy;
- d) Providing access to services and infrastructures for the storage, safekeeping and archiving of research data and records, enabling researchers to exercise their responsibilities (as outlined above) and to comply with obligations to third-party funders or other legal entities in accordance with the CERCA Data Management Strategy;
- e) Create a RDM Committee to promote and keep under review all matters relating to RDM at the IBEC, including effective implementation of IBEC's policies on RDM; compliance with external mandates; overview of best practices. The RDM Committee will be composed by representatives of the different stakeholders at IBEC involved in RDM.

## **VALIDITY**

This policy will be reviewed and updated as required by the RDM Committee of IBEC at least every 4 years.



## REFERENCES

This policy has been prepared following the Learn Model Policy for Research Data Management (RDM) at Research Institutions/Institutes (<https://doi.org/10.14324/000.learn.26>), which has been adapted to IBEC.

Further consulted documents have been:

Wilkinson, M.D., et al. "The FAIR Guiding Principles for scientific data management and stewardship". Scientific Data, 3. 2016.

<https://www.nature.com/articles/sdata201618>

Open Science factsheet of the European Commission

[https://ec.europa.eu/info/sites/default/files/research\\_and\\_innovation/knowledge\\_publications\\_tools\\_and\\_data/documents/ec\\_rtd\\_factsheet-open-science\\_2019.pdf](https://ec.europa.eu/info/sites/default/files/research_and_innovation/knowledge_publications_tools_and_data/documents/ec_rtd_factsheet-open-science_2019.pdf)

Estratègia de gestió de dades de la institució CERCA

<https://cerca.cat/wp-content/uploads/2020/06/OpenData-cat.pdf>

Model de política de gestió de dades de recerca per a una universitat (Doc. C018/13)  
(CO\4GDR\Politicadedades\1807\_ModelPoliticaRDM.docx, 06.07.18)

[https://www.csuc.cat/sites/default/files/2021-06/1807ModelPolitica\\_RDM\\_es.pdf](https://www.csuc.cat/sites/default/files/2021-06/1807ModelPolitica_RDM_es.pdf)

University of Cambridge Research Data Management Policy Framework

<https://www.data.cam.ac.uk/university-policy>

Research Data Management Policy – University of Southampton

<https://www.southampton.ac.uk/~assets/doc/calendar/Research%20Data%20Management%20Policy.pdf>





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