Data management policy (DMPol) template for research infrastructures – towards research services

Research infrastructures should have a research data management policy that offers guidelines and facilitates the appropriate maintenance of research data. This entails having clear instructions on how and where the produced data can be preserved for reasonable periods of time and on how the user should make the data available for verification and (re-)use.[1] Data produced by the research infrastructure should be FAIR (findable, accessible, interoperable and re-usable).

Briefly outline the main principles of your data management policy using the following themes.

[1] European Commission, (2016) European Charter for Access to Research Infrastructures - Principles and Guidelines for Access and Related Services.

General description of data

- What kinds of data are produced by or associated with the research infrastructure?
- What ethical guidelines are in place regarding produced data, e.g. personal or sensitive data?
- Give a rough estimate of the size of the data produced eg. per day, month or year.
- What kinds of data quality control procedures are used or recommended to users?

Agreements on rights of use and licenses

- Who owns and administers the data? How are ownership and user rights agreed upon?
- Who has the right to use the data?
- What kind of guidelines do you give to users about licenses? What license(s) do you recommend for data sharing?

Opening or sharing data

What kind of guidelines do you give to users on the following issues:
- what part of the data can be made openly available or published?
- where can the data, or its metadata, be made available?
- how should the research infrastructure be cited?

Documentation & metadata

- What kind of tools and guidance do/will you provide for data documentation and metadata?
- Does your infrastructure produce standardized metadata?
- If the users produce metadata, how do you support standardized metadata production?
- Do you provide a unique and persistent identifier (such as a Digital Object Identifier (DOI)) to data sets?

Storage, backup & access control to data

- Do you provide service for data storage or backups?
- Do you provide service for storing sensitive data?
- How do you control access to data storage?
- What kind of guidelines do/will you provide for long-term preservation of data?