



**Measure of the Director of the Central European Institute of Technology of  
Masaryk University**

**No. 3/2020**

**Acquisition and Storage of Records of Research Activities  
at CEITEC MU**

*(effective as of 1<sup>st</sup> January 2021)*

*Pursuant to Article 7.4 g) of the Rules of Organisation of the Central European Institute of technology of Masaryk University (hereinafter referred to as the "Rules of Organisation"), I hereby issue the following measure:*

Article 1

**Subject Matter**

- (1) This Measure determines the obligation to acquire and store the records of research activities that arise in connection with research realised at the Central European Institute of Technology (hereinafter referred to as "CEITEC" or "Institute") of Masaryk University (hereinafter referred to as "MU"). The obligation to publish the records is not specified by this Measure.
- (2) This Measure aims to ensure that the records of research activities are stored in the correct form and provide a quality that allows for the accurate processing of the scientific data that are recorded, their publication, and if need be, their re-usage with the aim to verify the validity of the published results and the person that created the results (in the event of any possible authorship disputes or involvement of the data in other research projects).
- (3) The Measure is linked to other binding documents of MU that deal with the protection of intellectual property, in particular, to the [MU Directive No. 6/2013 Research Data](#), and [MU Directive No. 10/2013 Intellectual Property at MU](#).

Article 2

**Binding Rules for Storing the Records of Research Activities at CEITEC MU**

- (1) All CEITEC MU employees and students, in all types/forms of study, including interns and visiting students whose supervisor or tutor is a CEITEC MU employee, are obligated to acquire and store the records of research activities.
- (2) All information that results from the research organised by CEITEC MU, (in other words, directly on the premises of CEITEC MU, as well as outside (e.g., during service measurements performed in external facilities, internships in other laboratories, etc.)) must be recorded.
- (3) The recorded information must be complete (i.e., inclusive of research data obtained during experiments, which must be treated according to the [Director's Measure No. 4/2020, Research Data Policy](#)), accurate, sufficiently detailed, and comprehensible so that it can be used to repeat results. The records must be kept either in the Czech or English languages.

- (4) Records must be kept in the form and quality that allows for them to be retraced and processed again in a long-term perspective.
- (5) Laboratory notebooks are used for recording the activities of scientific results. The notebook's form, manner of checking, and future storage is determined by the Group Leader or Core Facility Head (hereinafter referred to as "managing employee") within a research team.
- (6) Laboratory notebooks can be in handwritten (a draft design of a handwritten laboratory notebook is attached to this document) or electronic forms.
- (7) Each member of the team bears full responsibility for keeping records of their everyday research activities in the agreed upon form of a laboratory notebook, which is regularly submitted to their managing employee for inspection.
- (8) The completed laboratory notebooks must be submitted to the relevant managing employee, who is responsible for their storage and for keeping a list of the notebooks.
- (9) All research activity records (other than contractual research) are the possession of CEITEC MU. Upon the termination of employment or studies of a particular employee, all laboratory notebooks must be submitted to the relevant managing employee. Upon request, the particular employee may obtain a copy of such notebooks. If an entire research team is dismissed, the laboratory notebooks of all of the individual team members, including the list of them, will be submitted to the Scientific Secretary.

#### Article 3

#### Final Provisions

- (1) The Scientific Secretary shall be responsible for the interpretation of this Measure, as well as for the supervision over the compliance with it.
- (2) The Measure shall become valid as of the execution date hereof.
- (3) The Measure shall become effective as of 1<sup>st</sup> January 2021.

**Annexes:**                    [Annex No. 1 – Your Guide to Storing Laboratory Records – Laboratory Notebooks \(separate document\)](#)

In Brno on 30. 11. 2020

*Jiří Nantl*  
Director of the Institute