MUNI

Measure of the Director

of the Central European Institute of Technology of Masaryk University

No. 4/2020

Research Data Policy

(Effective as of 1. 1. 2021)

Pursuant to Art. 7.4 g) of the Rules of Organisation of the Central European Institute of Technology of Masaryk University (hereinafter the "Rules of Organisation"), I hereby issue the following Measure:

Article 1
Research Data Policy Objectives

(1) This Research Data Policy aims to provide CEITEC MU researchers with basic definitions, rules, responsibilities, and conditions of data ownership and Data Management.

(2) This Measure is in accordance with relevant legislation and MU Directive No. 6/2013 Research Data.

Article 2
Scope of Application

(1) This policy applies to all research activities conducted by CEITEC MU employees and students that are expected to result in published/patented outcomes.

(2) This policy also applies to all data resulting from the usage of the CEITEC MU Core Facilities by internal (MU), external academic, commercial, and other users.

Article 3
Basic Definitions

(1) **"Research Data"** comprises raw data, analysed data, and Metadata, which are collected or produced during the course of scientific research activities. These data are used as evidence in the research process, or are commonly accepted in the research community as necessary in validating research findings and results in digital, machine-readable, or paper-based formats.

(2) **"Dynamic Data"** constitutes Research Data in a digital form that are subject to frequent or real-time changes and updates made by research team members.

(3) **"Metadata"** means supporting data that describes the context of research, title, authors and research team members, date of publication, experimental conditions, and all other aspects that can support a better understanding and the possibility to reuse data.

(4) **"Repository"** means the data storage infrastructure (general or discipline-specific) that is available to researchers for the storage of Research Data.

(5) **"Machine-Readable Format"** means a file format that is structured so that software applications can easily identify, recognise, and extract specific data, including individual statements of fact, and their internal structures.

(6) **"Core Facility Data Management"** means specific rules of a respective Core Facility, which are publicly available on the CEITEC MU website and include information about data accessibility, storage, security, destruction of old data, and the handling of sensitive data, if applicable. Core Facility Data Management must comply with this Measure. The template of Core Facility Data Management is attached in Annex 1 hereof. Core Facility Data Management shall be approved by the CEITEC MU Committee for Information Technology before it is made public.

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Article 4

Responsibilities

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(1) The CEITEC MU University Institute:

  a) is responsible for ensuring that researchers are provided with a Research Data infrastructure that allows for the long-term storage of Research Data and the long-term availability of Dynamic Data, as well as the regular back-up of all data for at least 10 years; in the case of extensive Research Data (>50 TB/per research project), the maximum available storage capacity needs to be discussed in advance by the CEITEC MU Committee for Information Technology;

  b) is responsible for the availability of the Research Data Infrastructure that allows for the archival of published data for at least 5 years, in accordance with Par. 2c;

  c) is responsible for ensuring storage capacities of at least 10TB/per Research Group/Core Facility for Research Data via the infrastructure of the Institute of Computer Science MU (ICS MU); if necessary, additional storage should be requested from the Institute via the CEITEC MU Committee for Information Technology;

  d) is entitled to ask the Research Group Leader to delete data in accordance with Art. 6 Par. 5, or old published data after the archival period that is defined in Par. 1b;

  e) is obliged to ensure the provision of advice and guidance on issues related to proper Data Management, such as data protection, research integrity, and Intellectual Property rights.

(2) The Research Group Leader:

  a) is responsible for proper Research Data Management and data collection in accordance with all ethical, legal, contractual, and project requirements; as well as with the internal guidelines, directories, policies, and strategies of MU and CEITEC MU;

  b) should establish and maintain clear Research Data Management responsibilities within his/her Research Group to ensure that good Data Management is practiced throughout the research by all group members; shall define a clear strategy for data ownership and management in the case of collaborative projects;

  c) is responsible for storing the original data for all publications he/she or his/her group member authored or co-authored for at least 5 years after the publication date, or that he/she made available through the Repository;

  d) is responsible for the regular cleaning and deleting of redundant or unnecessary Research Data;

e) is responsible for making Research Data as open as possible after one year from their publication date; in the case that such an act is not in direct conflict with the conditions under which the data were obtained (e.g., contract with a third-party, grant project conditions, etc.), or in which the potential of commercialisation of the results need to be solved through the MU Technology Transfer Office;

f) shall include an appropriate budget for data storage and management in research grant proposals, where possible.

(3) The Core Facility Head:

a) shall issue the Core Facility Data Management in accordance with Art. 3 Par. 6 no later than one year from the effective date of this Measure;

b) should establish and maintain clear Core Facility Data Management responsibilities within his/her Core Facility to ensure that good Data Management is practiced by all Core Facility members;

c) will guarantee storage of the collected data and their accessibility for at least 30 days after the measurement, or until the data are transferred by the Core Facility User, whichever happens first; each Core Facility can limit the volume of data stored. This is specified in each individual Core Facility Data Management;

d) will guarantee the transfer of collected data via a secure wide-area network or upload to the external device delivered by the Core Facility User;

e) will not claim any Intellectual Property on the data collected within a standard service; the Core Facility Head will only claim Intellectual Property on the data obtained within collaborative projects, as stated in the Art. 5 Par. 3;

f) shall include an appropriate budget for data storage and management in grant proposals for research infrastructural upgrades, where possible.

(4) The Core Facility User is obliged to:

a) follow the rules set by the Core Facility Data Management;

b) acknowledge the Core Facility in all results published based on the data obtained at the Core Facility.

(5) Each CEITEC MU researcher is responsible for ensuring that data collection only takes place under the ethical standards and all legal rules (e.g., GDPR), in accordance with the relevant legal regulations and internal normative acts of MU.

(6) In the case of termination of employment at CEITEC MU, the researcher is obliged to pass all Research Data to his/her head of workplace. The researcher is not entitled to use, further handle the Research Data, or make a copy of the Research Data that was created by him/her during employment at CEITEC MU, unless otherwise stipulated by the head of workplace in writing. In the case of a breach of the aforementioned obligation, the employee is liable for any damages or other harm incurred.

(7) In the case of the termination of the Research Group, an internal Research Data audit will be performed with the aim to identify and index all Research Data, and to define the period in which the data should be backed up and stored. A Research Data audit shall be approved by the Institute's Deputy Director for Science. A written agreement between the Group Leader and Masaryk University needs to be made in the case in which the Group Leader or other researchers from the terminated

Research Group want to make a copy of the Research Data that was produced by this Research Group.

Article 5
Data Ownership

(1) All Research Data produced by employees of the CEITEC MU University Institute belong to Masaryk University. In the case of collaborative projects, grant projects, or contractual research, Intellectual Property rights specified by the written agreement of parties or project conditions will prevail.

(2) In the case of an internal user, Research Data produced by the Core Facility is governed by the Par. 1.

(3) If CEITEC MU provides services to an external user based on an order/agreement under contractual research, the Research Data thus obtained belongs to the external user, unless otherwise stipulated by contractual or project requirements, and can only be used by CEITEC MU for scientific research without any commercial benefits. Otherwise, if a commercial benefit is desired, an agreement must be concluded between the external user and MU.

(4) In the case that CEITEC MU cooperates with an external user on a research project within collaborative research, the conditions for handling Research Data are stipulated in a collaboration agreement.

Article 6
Data Management and Storage

(1) All Research Data must be securely stored, preferably in a digital and Machine-Readable Format, with possible exceptions in a paper-based format.

(2) To store Dynamic data, the MU central network data warehouse ensured by ICS MU, or the data warehouse possessed by CEITEC MU should be primarily used. These data warehouses are regularly backed up to other locations in the national e-infrastructure so that there is minimum risk of permanent data loss. The possibilities for local storage are described here: https://it.muni.cz/en/categories/data-storage.

(3) All published Research Data (if possible, with adequate Metadata) should be archived for at least 5 years after the publication date, or made available through the Repository, unless legal or project requirements specify otherwise. Sensitive data should be encrypted or separated, and access to them should be limited, according to the legislation in force. The preferable form of long-term storage is through discipline-specific Repositories.

(4) All published Research Data should be made as open as possible, and as closed as necessary, after one year from the publication date, unless this would breach ethical, legal, contractual, or project requirements, or unless the cost of doing so would be prohibitive.

(5) Data that were not published and that do not have potential in any other research findings for a future perspective should be deleted.

(6) Data management must be planned and documented. Data management must ensure that Research Data are stored securely and protected from loss and unauthorised access.

Article 7
Final Provisions

(1) The Chair of the Committee for Information Technology shall be responsible for the interpretation of this Measure.

(2) The Institute's Deputy Director for Science shall be appointed to supervise the observance of this Measure.

(3) The Institute's Deputy Director for Science, with the support of the Operations Department, shall be responsible for ensuring the implementation of the responsibilities, as stated in Art. 4 Par. 1.

(4) This Measure shall become valid as of the execution date hereof.

(5) This Measure shall become effective as of 1. 1. 2021.

Annexes: No. 1 - The template of Core Facility Data Management

In Brno, on 30. 11. 2020

Jiří Nantl
Director of the Institute