PRINCIPLES AND GUIDELINES
for research data management at UiT[1]

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1. Purpose

Good management and sharing of research data is a key principle for UiT The Arctic University of Norway, rooted in the value of increased transparency and quality of research, and in our social mission as a broad-based research university in the North.

UiT endorses the principles for research data management of the Research Council of Norway[2] and the EU[3] – *Open as standard* and *As open as possible, as closed as necessary*. All research data shall be made openly accessible. Exceptions to this rule will be when other considerations demand limitations to the access, such as matters of a security, personal privacy, commercial or legal nature. In such cases, this shall be accounted for in the data management plan of the research project.

The purpose of the UiT principles and guidelines for research data management is to clarify responsibility and provide guidance about how the institution and its employees shall manage, share, and archive research data in line with the institution's administrative, financial, and ethical guidelines.

2. Ownership of data

As a general rule, UiT owns all research data produced by employees at UiT, in accordance with the *Regulations for securing and management of work results at UiT*. This also applies to employed PhD candidates and researchers on temporary contracts.

UiT does normally not claim ownership to the research data of students, unless the students are employed at UiT (PhD candidates) or this is specifically agreed, e.g. for externally funded projects. This also applies to exchange students and guest researchers.

In cases where the research data is produced by research projects funded in full or part under third party contract, the terms of the agreement will determine ownership as well as rights to use the data and research findings. Permission to exploit and/or publish the research data shall not be granted to commercial parties without UiT retaining the rights to make the data openly accessible for reuse.

As a general rule, UiT will have the rights to exploit all research data produced at the institution.

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[1] This is a translation of Prinsipper og retningslinjer for forvaltning av forskningsdata ved UiT. In case of conflicting interpretations between the Norwegian and the English version, the Norwegian one is in force.
[2] The Research Council of Norway's policy for access to research data
[3] Guidelines on Open Access to Scientific Publications and Research Data in Horizon 2020

3. Policy scope and definitions

The UiT principles and guidelines for research data management apply to all research conducted by employees at UiT, as well as cases where the research is funded in full or part by UiT and this has been agreed.

Research data is defined as all registrations, notes, and reporting which are produced or arise in the course of research, and which are regarded as being of scientific interest and/or scientific potential. The format of these may include, but is not limited to, numbers, text, source code, photographs, films, and sound.

A research project is defined as research that is carried out with scientific methods, with the aim of producing new knowledge in a subject area. A research project often has a delimited timeframe and resource framework, a project manager, and a delimited set of participants. Research projects may comprise several sub-projects and have different funding sources.

4. Responsibilities

Researcher responsibilities

4.1 For research at UiT that is not organised as a project, the employee carrying out the research is responsible the research data. For research projects, the project manager is responsible for the research data unless otherwise agreed and regulated by contract. The project manager has thus the ultimate responsibility for the research data management relating to a research project. If the project manager leaves UiT either in the course of the project or after its completion, the responsibility for the project's research data must be clarified. In the absence of an agreed successor in a position at the same level, the responsibility will devolve upwards to the Head of Department or the Dean. Ownership of and responsibility for research data linked to a project may also be transferred to another institution. In such cases, this must be regulated by contract, and the data should be labelled in such a way that it shows which institution they have been transferred from, and where the research was carried out.

The following clauses cover project manager responsibility under researcher responsibility.

4.2 The researcher shall write a data management plan in an early phase of the project and preferably within six months of the start of the project.[4] The data management plan may be revised if needed in the course of the project. This plan shall describe how data assessed as being of long-term value will be managed. The researcher must further determine how research data that is assessed as not being of long-term value will be managed, and whether they will be destroyed after a certain time.

4.3 The researcher shall ensure that the research data is securely stored, backed up, and archived, in accordance with the *Information security management system at UiT*, either at the home institution or in other suitable and reliable repositories that safeguard UiT's continued use of the data. This requirement applies for research data where systems exist for the secure storage and archiving that are approved by UiT.

4.4 The researcher shall make the research data openly available for future use by all relevant users, providing this is not prevented by any legal, ethical, security, or commercial reasons.

4.5 The research data shall be made openly accessible as early as possible. For data that form the basis of scientific publications, this means no later than the date of publication. For other data that may be of interest for other research, this will normally be at the end of the project and no later than three years after the project has ended.

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[4] A data management plan describes how research data will be collected, processed, stored and made accessible, and preferably also how much research data management will cost. A data management plan is different from a plan for processing of personal data that applies for projects with compulsory notification provisions to the Data Protection Officer for Research, and the requirement for applications to REC in health research projects. In cases where plans for processing of personal data and applications to REC cover the same conditions that UiT require descriptions of in a data management plan, such plans may compensate for this.

4.6 Research data shall be equipped with standardised metadata that enable other researchers to search for and use the data. The metadata shall be in accordance with international standards or de facto standards, and provide a description of the data content for future use. Research data that cannot be made openly accessible shall also be equipped with equivalent metadata that may be included in discovery systems, and used for administrative purposes.

4.7 The research data shall be equipped with licenses for access, reuse, and dissemination. These licenses should be internationally recognised and set as few limitations as possible regarding access to, reuse, and dissemination of the data. The researcher must ensure that licenses and applicable conditions for the use or sharing of third party data are complied with.

Postgraduate research student and supervisor responsibilities

4.8 Postgraduate research students and their supervisors shall ensure that research data management is planned and documented at the start of the research project in the form of a data management plan.

4.9 The supervisor has the main responsibility for ensuring that research data funded by UiT or a third party is delivered to the supervisor when the student completes his/her programme of study at UiT.

The university's responsibilities

4.10 UiT shall offer guidance and support in the development of data management plans.

4.11 UiT shall offer basic services for processing, storing, as well as archiving of research data, either centrally at the home institution or in other suitable, quality assured infrastructure for storage and/or archiving of data. UiT shall offer training and support to researchers to use these services.

4.12 UiT shall offer the data archiving and publishing service *UiT Open Research Data*, which makes research data openly available for reuse, providing legal, ethical, security or commercial reasons do not prevent open access. UiT shall offer training and support to researchers so they can archive and openly publish their data in UiT Open Research Data or in other reliable external repositories, and advise the researchers how to equip each deposit with standardised metadata.

4.13 UiT shall facilitate that research data is made openly accessible for use as early as possible and at the lowest possible cost.

4.14 UiT shall offer guidance and support to set licenses for access, reuse, and dissemination of research data.

4.15 UiT shall offer guidance and support to researchers who have third party agreements and contracts.

4.16 All training, support and guidance UiT offers shall aspire to meet best practice.

4.17 UiT is responsible for assessing the sharing of and access to research data resulting from research at UiT.

5. Attachment to other strategies, guidelines and processes

The UiT principles and guidelines for research data management are attached to the following strategies and guidelines:

- Information security management system at UiT
- Regulations for securing and management of work results at UiT
- Instructions for processing of personal data at UiT
- Routines for processing of personal data in research and student projects at UiT
- Guidelines for commissioned and supported research activities
- PhD regulations for UiT

The UiT principles and guidelines will be evaluated and updated annually based on experiences, new technologies, and in such a manner that they are in keeping with changes in national and international standards and provisions.