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Nara Institute of Science and Technology Policy on Research Data Management and Sharing

Under the Nara Institute of Science and Technology (hereafter referred to as "NAIST") mission which includes "the promotion of high-level research in advanced science and technology" and "the promotion of relationships between science and the community and the creation of a scientifically literate population," we aim to appropriately preserve and manage the diverse research results generated in the course of research activities at NAIST, and by making them available to the public and giving them back to society, we will contribute to the development of science and technology, and the development of culture and industry.

Based on the above principles, we have established the Policy on Research Data Management and Sharing, as follows, which indicates the basic policy regarding the storage, management and utilization of research data at NAIST.

(Research data definition)

1. In this policy, research data is defined as the recorded information, both digital and non-digital, gathered or produced by the NAIST researchers in the process of their research activities.

(Management of research data, etc.)

2. The method of management and sharing of research data shall be determined by the researchers who gather or produce it. However, it can be decided within the scope of laws and regulations, NAIST's regulations and other equivalents, and to the extent that it does not infringe upon the rights and legal interests of others.

(Researchers)

3. In this policy, researchers refer to all persons involved in research at NAIST, including faculty, staff, students, and host researchers.

(Researcher responsibilities)

4. Within the scope listed in paragraph 2 above, researchers are to manage research data appropriately and share it for utilization as much as possible.

(NAIST responsibilities)

5. NAIST will promote the provision of an environment to support research data management and sharing.

(Other information, etc.)

This policy will be reviewed as needed in response to changes in society and academic circumstances.

Nara Institute of Science and Technology Policy on Research Data Management and Sharing (Explanatory notes)

1. (Purpose)

NAIST's Policy on Research Data Management and Sharing (hereinafter referred to as "this policy") is formulated based on the objectives of NAIST. Due to the diversity of research fields at NAIST, this policy is limited to stating basic policies, and details will be determined separately. This policy is strongly conscious of contributing to open science while keeping in mind the compliance improvement.

2. (Research data definition)

・The research data covered by this policy is that gathered or produced in the course of research activities at NAIST, and includes papers, reports, and other research materials (documents, numerical data, images, etc.), samples (experimental data, specimens), equipment, etc., regardless of whether it is digital or not.

・The research data covered by this policy includes data gathered or produced by researchers outside NAIST through joint research, facility use, academic lectures, public lectures, etc., through research activities at NAIST.

・Even if a researcher has gathered or produced research data at an institution to which they previously belonged, it is subject to this policy if the researcher retains such data while belonging to NAIST.

3. (Management of research data, etc.)

・In principle, those who gather or produce research data can decide how to manage and share it, and NAIST does not unilaterally determine these. However, the decision should be limited to the extent permitted by laws, contracts, and NAIST regulations, and in cases where a third party has rights or legal interests in the data (for example, the data is a third party's copyrighted work or contains personal information), or if its distribution is regulated from the viewpoint of security (such as information subject to export control under the Foreign Exchange and Foreign Trade Law), be constrained not to infringe upon these.

・Management of research data refers to the gathering, production, organization, analysis, processing, sharing, storage, disposal, etc. of research data from the start to the end of research activities, and this is to be put into practice.

・Among the series of actions related to research data, this policy emphasizes "returning intellectual achievements to society" and the "publishing" and "utilization" of research data. The publication of research data here means to make research data available to others, and the utilization of research data here means to generate more intellectual results from the published research data. It refers to

increasing the value of data.

4. (Researchers)

・In this policy, "researchers" are defined broadly, and are not limited to faculty members, staff members, or researchers who are employed by NAIST, but also students and research students who receive research guidance, and persons who are not employed by NAIST. This includes invited researchers and others involved in research at NAIST.

5. (Researcher responsibilities)

・Researchers shall manage and publish research data as follows, to the extent that it does not infringe upon laws and NAIST regulations and other equivalents, as well as the rights and legal interests of others.

    1. Create a Data Management Plan (DMP).

    2. Determine the need for preservation of collected or generated research data.

    3. Define the scope of "managed data".

    4. Create "metadata" related to "managed data".

    5. Classify "managed data" into "public data", "shared data", and "non-shared/non-public data".

    6. Publish "public data".

・When researchers transfer or retire, they must decide in advance how to handle the research data they manage.

6. (NAIST responsibilities)

・The following are specific examples of support provided by NAIST.

    1. Create specific guidelines that researchers should refer to when actually managing and publishing research data.

    2. Establish an environment that contributes to appropriate research data management, such as by providing a digital platform.

    3. Develop an environment for research data disclosure that is suitable for realizing the utilization of research data, such as providing an institutional repository or other public platform.

    4. Inform researchers about the contents of this policy and the above environment improvements, offer various advice including legal and contract-related matters, and offer support for management of research data based on this policy, activities to promote understanding of and cooperation in disclosure.

    5. We will review this policy as appropriate in response to changes in society and academic circumstances, or changes in legal and ethical requirements.