

# UK Catalysis Hub Research Data Policy



## 1. Executive Summary

The Research Data Policy sets out the responsibilities of the UK Catalysis Hub partners, staff, and students with regards to managing research data as part of good research practice. The UK Catalysis Hub (UKCH) research data policy is intended to govern the generation, curation, preservation, and publishing of data produced by UKCH partners during their research activities.

The need for this policy stems from the fact that the type of research supported by UKCH relies in the production and access to different types of data and the need to recognise these data as valuable research products which can be further exploited by the wider research community. This UKCH policy sets out the main principles and agreements for research data management.

## 2. Purpose

The main purposes of this policy are to define the proposed data management practices, make the practices and responsibilities clear to all partners, describe the resources and procedures which support the implementation of the policy and the means for assessing compliance.

- (a) As a producer of raw, intermediate, and processed data, UKCH needs to have a clear upfront policy for research data management which unambiguously defines the data management practices that UKCH supports and expects.
- (b) UKCH will make this policy known to all partners accessing and producing data through UKCH resources, so that they aware of their rights and responsibilities are partners need to follow.
- (c) Define the resources and procedures which support the implementation of the policy.
- (d) Define the means to assess compliance.

## 3. Scope

The policy applies to data produced by research projects which use or access resources through partnerships with the UKCH. UKCH does not attempt to control or have rights over data produced by partners, but to establish clear procedures for making those data findable, accessible, interoperable, and reusable. The policy also applies to those researchers wishing to have access to UKCH data.

The research data covered by this policy are digital objects which are produced by UKCH partners through UKCH resources (i.e., laboratory equipment, computing resources, and software). Research data can be of the following types: raw data, intermediate results, derived data, and processed data.

## 4. Audience

The main audience are UK Catalysis Hub Partners. This extends to researchers which have access to UKCH resources that produce data to support their projects. Finally, the policy also targets researchers wishing to have access to UKCH data.

## 5. Definitions

The following are the definitions of concepts used in the context of this policy:

| Defined Term             | Meaning   |
|--------------------------|---|
| Data management protocol | A document, on the level of the research group, in which a general outline of data management practices agreed upon within the research group (and in line with the data policy) are outlined.  |
| Derived data             | Research data which has been subject to some form of standard or automated data reduction procedure, e.g. to reduce the data volume or to transform to a specific storage format.   |
| Long term storage        | Managed data storage facility which is designed to hold relevant data and metadata for a minimum of 10 years from the time when they are deposited.   |
| Partners                 | Members of the UK Catalysis Hub, including principal investigators, researchers, research associates, students, and staff.  |
| Publicly available       | Means available to anyone. However, there may a requirement for registration to enable tracking of data use and to provide notification of terms and conditions of use where they apply.  |
| Published Data           | Data which is displayed or otherwise referred to in a publication and based on which the scientific conclusions are derived.  |
| Raw data                 | Research data directly arising from the performance of an experiment, measurement, or observation.  |
| Research Data            | Quantitative information or qualitative statements collected by researchers in the course of their work by experimentation, observation, modelling, interview or other methods, or information derived from existing evidence.<br><br>Research data may take the form of numbers, symbols, text, images or sounds, including computer code, annotated fieldwork observations, or a descriptive record of a physical sample. |
| Resources                | Laboratory equipment, computers, and software which facilitate producing and processing research data.  |
| Processed data           | data and metadata arising from the manual reduction of raw data and associated metadata, and from the analysis of raw data, derived data, and their associated metadata.  |

| Defined Term      | Meaning  |
|-------------------|--|
| Temporary storage | Managed data storage facilities which are designed to hold relevant data and metadata for a maximum of six months from the time when they are deposited. |

## 6. Principles

- (a) Acceptance of this policy is a condition of the access to resources provided by and managed through the UK Catalysis Hub.
- (b) This policy refers to the curation, access, ownership, use and storage of data produced through UK Catalysis Hub resources.
- (c) Third parties must not attempt to access, exploit, or distribute UK Catalysis Hub data unless they are entitled to do so under the terms of this policy.
- (d) Deliberate infringements of the policy may lead to denial of access to data and/or denial of future requests of access to resources.
- (e) Ownership of Research Data is determined by the contractual obligations of the UKCH partners. These contractual obligations may be to the partner's origin institution(s), to other partners on their experimental project, to grant funding agencies or to other third parties, or it may be a pre-existing contractual obligation to UKCH.
- (f) The policy recognises that the creators of the data have rights to exclusive access, however the exclusive right of access should be limited in time to three years from the date when said data was produced.
- (g) Each partner is responsible for the management and preservation of their research data unless there are established administrative procedures for specific data types.
- (h) Research data can remain stored at the source (instrument related computer or hard disk) for a maximum of 30 days from its generation. After this period, it should either be moved to temporary storage, long term storage or discarded.
- (i) Partners are responsible for meeting any third-party data management obligations that may be applicable.
- (j) Partners are encouraged to make the research data they generate publicly available, and to link such data to existing UKCH resources using persistent identifiers (e.g. DOI).
- (k) Partners are required to acknowledge the source of the Research Data they use and publish all publishable research on an open access basis and in a timely and responsible manner.
- (l) Partners are encouraged to process and store data and metadata in well-defined open formats, for which the means of reading the data are publicly available.
- (m) Data should be publicly available for the long term; partners are encouraged to store data and metadata in open catalogues and to use the identifiers provided by those catalogues for referring to those data.
- (n) Partners are responsible for linking their data to the corresponding projects, experiments, and instruments through which those data were created.
- (o) All publications related to experiments using UKCH resources are obliged to acknowledge UKCH and cite the data produced by those experiments.
- (p) All partners must provide in a data management protocol document specifying how they intend to comply with this policy.

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- (q) UKCH will check that the data management protocol is consistent with the policy to grant access to resources and to verify compliance
- (r) UKCH is not responsible for the use made of data, except that made by its own staff for administrative purposes.
- (s) UKCH will seek to ensure the integrity of any data and related metadata that it manages. Any deliberate attempt to compromise that integrity, e.g. by the modification of data or the provision of incorrect metadata, will be considered as a serious breach of this policy.

### 7. Details

This policy will be made available online and a copy will be sent to existing and new UKCH partners. The effects of this policy are not retroactive.

### 8. Related Documents

This policy is derived and designed to complement and support the data policies of UKCH funding institutions and partners, including:

- (a) UKRI Common Principles on Data Policy: <https://www.ukri.org/funding/information-for-award-holders/data-policy/common-principles-on-data-policy-pdf/>
- (b) STFC Scientific Data Policy: <https://stfc.ukri.org/files/stfc-scientific-data-policy/>
- (c) ISIS Data Policy: <https://www.isis.stfc.ac.uk/Pages/Data-Policy.aspx>
- (d) Diamond Experimental Data Management Policy: <https://www.diamond.ac.uk/Users/Policy-Documents/Policies/Experimental-Data-Management-Pol.html>
- (e) Cardiff University Open Access Policy: <https://www.cardiff.ac.uk/research/our-research-environment/supporting-researchers/libraries-and-resources/open-access>
- (f) The University of Manchester: Research Data Management Policy <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=33802>
- (g) University College London Research Data Policy: <https://www.ucl.ac.uk/isd/sites/isd/files/migrated-files/uclresearchdatapolicy.pdf>
- (h) University of Glasgow: <https://www.gla.ac.uk/myglasgow/datamanagement/rdmatglasgow/>
- (i) University of Bath: <https://www.bath.ac.uk/corporate-information/research-data-policy>

### 9. Review Process

This policy is a working document which needs to be reviewed and updated periodically according to assess its effectivity and, if needed, highlight appropriate areas of improvement.

This policy is in effect from the [approval date]

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## About this Document

Further Information

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## UK Catalysis Hub Research Data Policy

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