

# **Instruct Data Management Policy: Centres requirements**

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## 1. Policy Statement

Instruct is committed to ensuring that there is transparency in the manner in which Experimental Data produced using Instruct Centres is owned, stored, accessed and managed.

The purpose of this policy is to provide Instruct Centres with specific guidelines on how to currently implement Instruct Data Management Policy as well as prepare them for the planned evolution of this Policy in the next two years. Instruct intends to provide ways to discover data obtained at the Research Infrastructure, with links to data wherever it was originally collected or processed, and wherever it is currently stored, and aspires to implement this by January 2016

## 2. Policy applicability

This policy applies to Instruct Centres, including affiliated Centres when conducting Instruct Access Projects.

Experimental Data arising from Proprietary Research is not covered by this policy and is subject to separate contractual arrangements.

## 3. Policy responsibility

The Instruct Executive Committee has overall responsibility for this policy. Any queries or suggestions relating to this policy should be sent to the Instruct Director.

## 4. Data to which this policy applies

This policy applies to Experimental Data, Reduced Data and Supporting Data

Experimental Data is Raw Data, Analysed Data and all associated Metadata produced during Instruct Access projects.

Reduced Data is data derived from experimental data, as an intermediate step in production of the final results.

Supporting data refers to the data necessary to reproduce the published conclusions, including but not limited to original electron micrographs or particle images entering in the 3D reconstruction process, raw (time-domain) or processed (frequency-domain) NMR spectral data, diffraction data or other data arising from the use of X-ray sources.

## 5. Data ownership

Centres will not claim any ownership on the Experimental Data that they produce.

However, in those cases in which the delivery of User Access requires a significant change or adaptation of otherwise standard Facility procedures, demanding substantial involvement of Facility staff, data ownership and IP will be shared between Users and Facility. The details of this sharing should be discussed at the time the modified Access protocols were designed, and the Facility will present the User a concrete proposal for discussion.

### Archiving

Instruct Centres are not required to take responsibility for storing data beyond the immediate acquisition visit or the time taken for post experimental analysis if the latter is also provided by the Centre. However, Instruct Centres aspire to offer an archive to store data, especially in cases where the data volume makes this more practical than transferring the data, although there is not a concrete time limit for this implementation

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Unless the centre offers such an archive, the facility will collect and maintain an accountable proof of the transfer of the data to the user, for verification purposes.

Instruct Centres aim at offering provenance information (sample and data history, including data transfer to the user, if applicable) by some appropriate technical means, allowing a central service to discover the existence of all the data associated to an Access project. This service is intended to be introduced by January 2016.

## Data Sharing

Additionally, raw experimental data and/or reduced data are encouraged to be made available. Centres will require the explicit acceptance by the user of the term of the Creative Commons licenses, preferably CC-By or CC0, before the actual visit occurred.

Where centres provide databases containing experimental data, metadata, and/or results, we urge them to offer the database under one of the Open Data Commons licences, preferably ODC-by or the PDDL [<http://opendatacommons.org/licenses/>].

## 6. Data confidentiality

Instruct, and Instruct Centres, shall have procedures/guidelines in place to ensure confidentiality, both internally & externally, of Experimental Data, as well as to use these procedures to ensure that access to Experimental Data will be restricted to the Users of Instruct Access projects to which the Experimental Data relates and the appropriate Instruct support staff. Users of Instruct Centre facilities are responsible for meeting any third party data management or transfer obligations that may be applicable.

Instruct has an Ethical Committee in charge of supervising experiments involving human beings as well as ethical issues in general. However, most of the normal research practices do not involve personal information.

## 7. Definitions

*For the purposes of this policy, the following definitions shall apply:*

***Analysed Data:*** All data resulting from the manual or automated evaluation of Raw Data and Metadata through analytical and logical reasoning.

***Establishment:*** The User's employer.

***Experimental Data:*** Raw Data, Analysed Data and associated Metadata arising from use of Instruct Centre facilities.

***Access Proposal (or Access project):*** A research proposal describing a limited work programme that requests access to one or more Instruct infrastructure facilities. Access is granted on approval of the proposal via peer review.

***Instruct:*** Instruct-ERIC research infrastructure, a structural biology distributed infrastructure and member of the ESFRI Roadmap.

***Instruct Centre:*** an Institution providing Users with access to its experimental facilities, scientific

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*skills and/or online resources in the context of an Access project*

***Instruct facilities:*** All facilities made available at Instruct Centres

***Metadata:*** Information pertaining to Raw Data collected as a result of use of Instruct Centre facilities and shall include (but shall not be limited to) the context of the experiment, the experimental team, experimental conditions and other logistical information.

***Peer reviewed activity:*** Activity at Instruct Centre facilities that has been evaluated by others working in the same field, is conducted under an Access Proposal and for which there is an obligation to publish publishable Results.

***Proprietary Research:*** Commercially confidential research using Instruct Centre facilities and for which there is no obligation to publish the Results.

***Raw Data:*** Data produced as a result of use of Instruct Centre facilities, excluding Analysed Data and Metadata.

***Reduced Data:*** Data derived from experimental data, as an intermediate step in production of the final results.

***Results:*** Any inventions, designs, information, know-how, specifications, formulae, Experimental Data, processes, methods, techniques and other technology arising out of peer reviewed research or activities.

***Structural data:*** We refer to three-dimensional maps or lists of atomic coordinates

***Supporting data:*** We refer to the data necessary to reproduce the published conclusions, including but not limited to original electron micrographs or particle images entering in the 3D reconstruction process, raw (time-domain) or processed (frequency-domain) NMR spectral data, diffraction data or other data arising from the use of X-ray sources.

***Users:*** Users shall include the following persons making use of Instruct Centres: scientists and engineers from academia, research councils and charitable institutions, researchers from commercial and non-commercial organisations.

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