Reitaku University Research Data Management Guidelines

1. Purpose and Status

These Guidelines are established pursuant to the Reitaku University Research Data Policy (hereinafter referred to as the “Policy”) and set out specific arrangements for the appropriate management, preservation, publication, and reuse of research data at Reitaku University (hereinafter referred to as the “University”).

In managing research data, researchers shall comply with applicable laws and regulations, contracts, University rules, research ethics, ethical requirements in their respective research fields, and requirements established by research funding organizations and other relevant bodies, in addition to these Guidelines.

Where any of these instruments prescribe arrangements different from those set out in these Guidelines, those provisions shall take precedence.

2. Scope and Responsibility for Management

(1) Scope

These Guidelines apply to research data collected, generated, or obtained in the course of or as a result of research activities at the University by researchers as defined in the Policy.

For collaborative research and other research conducted jointly with organizations outside the University, these Guidelines shall be applied in consideration of collaborative research agreements and other agreed terms.

(2) Responsibility for Management

Researchers who collect, generate, or obtain research data are responsible for managing those data appropriately.

Where multiple researchers participate in a research project, the principal investigator or person responsible for the research (hereinafter collectively referred to as the “Principal Investigator, etc.”) shall undertake the coordination necessary for the management of research data across the project.

Where students or others engaged in research activities under the guidance or supervision of the Principal Investigator, etc. handle research data, the Principal Investigator, etc. or the supervising faculty member shall provide necessary guidance and supervision.

3. Basic Principles of Research Data Management

Researchers shall appropriately manage research data from the commencement of research activities through preservation, publication, or disposal after the completion of research, taking into account the value of the data, the verifiability of research findings, information security, protection of personal information, and other relevant matters.

In managing research data, researchers shall pay attention to the following:

1. Maintain sufficient information to identify the content and location of research data.
2. Implement security measures appropriate to the nature of the research data to prevent loss, leakage, alteration, unauthorized use, and similar incidents.

3. Back up research data as necessary and endeavor to prevent data loss caused by system failures, equipment malfunctions, operational errors, or similar events.
4. When sharing research data with collaborators or others, implement access controls appropriate to the nature of the data and the needs of the research.
5. Review data management methods as necessary if the research plan or data management arrangements change during the research period.

4. Data Management Plans (DMPs)

(1) Preparation of DMPs

For research conducted with competitively awarded research funding, the Principal Investigator, etc. shall, in principle, prepare a Data Management Plan (hereinafter referred to as a “DMP”).

Where a research funding organization or other relevant body specifies requirements concerning the format, preparation, submission, updating, or other handling of DMPs, those requirements shall be followed.

For research not funded through competitive research funding, preparation of a DMP is also encouraged as appropriate, taking into account the volume and nature of research data, the duration of the research, whether collaborative research is involved, and other relevant factors.

(2) Management of DMPs

The Principal Investigator, etc. shall prepare the DMP and update its contents as necessary if research data management arrangements change during the research period.

In principle, the University does not require DMPs to be submitted to it. This does not apply where submission is required by a research funding organization, University rules, or other applicable provisions.

The Principal Investigator, etc. shall appropriately retain the DMP throughout the retention period of the research data covered by that DMP.

5. Preservation and Disposal of Research Data

(1) Retention Period

Research data that serve as the basis for research findings shall, in principle, be retained for ten years after the publication of those findings.

However, where a different retention period is prescribed by applicable laws and regulations, contracts, University rules, research ethics requirements, research funding organizations, the characteristics of the research field, or other relevant conditions, that period shall apply.

For research data that did not serve as the basis for research findings, or other data for which the need for retention has diminished, researchers shall determine an appropriate retention period in light of research needs, the nature of the data, the characteristics of the research field, and other relevant factors.

Researchers may, at their discretion and based on necessity, appropriately organize or dispose of data created temporarily during the research process, intermediate outputs, and other data not required for verification of research findings.

(2) Storage Locations and Methods

Researchers shall select a storage environment appropriate to the nature of their research data, taking into account confidentiality, integrity, and availability.

When storing research data, researchers shall implement appropriate access controls, backups, and other measures necessary to prevent loss, leakage, alteration, and similar incidents.

For important research data, it is advisable to avoid storing the data solely on personally owned devices or portable storage media and to take steps to prevent data loss, such as using multiple storage media or locations.

For research data requiring careful handling, including personal information and confidential information, researchers shall implement information security measures appropriate to the nature of the data in accordance with applicable laws and regulations, University rules, and other relevant requirements.

(3) Disposal

Research data whose retention period has expired may be appropriately disposed of after confirming applicable laws and regulations, contracts, research needs, and other relevant circumstances.

When disposing of research data containing personal information, confidential information, or other information that must be protected against disclosure to third parties, researchers shall use disposal methods appropriate to the nature of the data.

6. Publication and Reuse of Research Data

In accordance with the Policy, researchers shall promote the publication and reuse of research data to the greatest extent possible where publication is appropriate.

Researchers or the Principal Investigator, etc. shall decide whether to publish research data in light of the characteristics of the research field, applicable laws and regulations, contracts, research ethics, intellectual property rights, protection of personal information, and other relevant conditions.

Where research data are published, it is desirable, to the extent practicable, to provide the explanatory information (metadata) necessary for third parties to understand the content of the data and the conditions governing their use.

When publishing research data, researchers shall consider using repositories designated by research funding organizations, repositories widely used in the relevant research field, or other platforms suitable for research data publication.

The timing of research data publication shall be determined appropriately, taking into account the publication of research outputs such as academic papers, the securing of intellectual property rights, collaborative research agreements, and other relevant circumstances.

7. Handling of Research Data Requiring Special Consideration

Research data requiring special consideration when published or shared, including personal information, confidential information, trade secrets, and information relating to intellectual property, shall be managed appropriately according to their nature.

Research data obtained through research involving human participants shall be managed, preserved, and published consistently with the research plan, the contents of the ethics review, and the explanations provided to and consent obtained from research participants.

For collaborative research, commissioned research, and other research conducted under agreements with external organizations, researchers shall confirm and comply with contractual provisions governing ownership, use, preservation, publication, confidentiality, and other conditions relating to research data.

When using research data created or held by third parties, researchers shall comply with copyright, permissions for use, licenses, and other applicable terms of use.

Where legitimate grounds exist for not publishing research data, researchers may refrain from publication or restrict the scope, timing, or conditions of publication or use.

8. Handling of Research Data upon Transfer, Retirement, or Other Departure

Even when a researcher ends their research activities at the University due to retirement, transfer, or other reasons, research data still within their retention period shall be handled appropriately in light of applicable laws and regulations, contracts, University rules, research ethics, requirements imposed by research funding organizations, and other relevant conditions.

When research data are transferred or taken outside the University, the relevant rights, contracts, personal information, intellectual property rights, and other applicable conditions shall likewise be confirmed, and the data shall be handled appropriately.

9. Support Provided by the University

The University shall endeavor to provide the support necessary to enable researchers to appropriately manage, preserve, publish, and facilitate the reuse of research data.

The general point of contact for inquiries and support concerning research data management shall be the University General Affairs Division, University Administrative Office, Reitaku University (hereinafter referred to as the “University General Affairs Division”).

The University General Affairs Division shall provide information, advice, and other necessary support concerning the following matters:

1. Basic matters relating to research data management.
2. Preparation of DMPs.
3. General matters relating to the preservation and publication of research data.
4. Compliance with research data management requirements imposed by research funding organizations and other relevant bodies.
5. Other general matters relating to research data management.

Matters requiring specialized judgment, including personal information, research ethics, intellectual property, information security, and contracts, shall be addressed in accordance with applicable laws and regulations, University rules, contracts, and other relevant requirements. The University General Affairs Division shall coordinate with relevant University departments and other parties as necessary.

10. Review of the Guidelines

The University shall review these Guidelines as necessary in light of changes in laws and regulations, national policies, research funding systems, information technology, the environment surrounding academic research, and the implementation of these Guidelines at the University.

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