

# Institutional Policy for Research Data Management

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**i2CAT Foundation**

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# 3. Management of Research Data Generated at i2CAT

## 3.1. Acquisition and Storage Process

Research data will be deposited in the infrastructure that best suits the needs presented as soon as they are obtained. From the moment the data is captured, the provisions stipulated in the corresponding data management plan and the present policy will be applied.

These needs will be guided, first of all, by the funding entity of the research project; subsequently, the agreed terms will be considered; and finally, the restrictive needs of the data per se, i.e., space or storage, accessibility, and protection.

The data will be stored correctly, completely, unadulterated, and responsibly. Prior planning will be required if extra measures, systems, tools, spaces, or servers are needed beyond those available at i2CAT.

i2CAT will determine which deposits are recognized for the storage and dissemination of research data. This infrastructure will consist of own deposits, cooperative deposits of CSUC, and external deposits.

## 3.2. Processing, Publication and Deposit

The data, once processed, will be deposited as soon as they are obtained in restricted or protected access spaces. Research data (datasets) generated by i2CAT are likely to be part of a technological asset of the organization. For this reason, they must be treated as an intellectual and industrial property right, and consultation with the Knowledge Technology Marketing (KTM) area will be required before making them public.

The data, once processed and ready for publication, must comply with the FAIR Principles: they must be findable, accessible, interoperable, and reusable<sup>3</sup>.

### ***Findable***

- The use of standardized identifiers will be encouraged.
- The use of standard metadata will be encouraged.
- The use of metadata that facilitates the discovery of data will be encouraged.

### ***Accessible***

- The legal or contractual reasons why certain data cannot be freely accessible will be identified.
- The software and methodologies necessary to use the data will be documented.
- The need for licenses for automated access to the data will be identified.
- The user groups that can access certain data at any given time will be clearly identified.

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<sup>3</sup> Wilkinson, M.D., et al. "The FAIR Guiding Principles for scientific data management and stewardship". Scientific Data, 3. 2016. <https://www.nature.com/articles/sdata201618>

### *Interoperable*

- The use of data formats and metadata that are standard and interoperable will be encouraged.
- The use of metadata, vocabularies, and ontologies that can be mapped by others of common use will be encouraged.

### *Reusable*

- The use of licenses that allow the reuse of content will be encouraged.
- Embargo periods will be minimized as much as possible, and it will be encouraged that the data be available as soon as possible.
- It will be documented in which cases the reuse of certain data will be restricted and for what reason.

Except in cases where access to data must be restricted for confidentiality, security, privacy reasons, or agreements with third parties, the published data will be made openly, i.e., with a license that allows broad reuse.

The time to store the data of a project will depend on the funding entity. For example, in Horizon Europe, it will be governed by what is established in each data management plan, complying with the FAIR principles.

i2CAT will establish a specific procedure to delete the data when the deposit period ends, for legal or ethical reasons.

## 4. Responsibilities

### 4.1. Responsibilities of Research Staff

- Manage the data obtained in a research activity according to this policy and i2CAT regulations.
- Respect applicable legislation, ethical principles, and any requirements determined in the contractual relationship with the support and advice of the EIDOS and PMO areas.
- Collect, document, archive, and publish data following the principles established in this policy: findable, accessible, interoperable, and reusable data.

### 4.2. Responsibilities of other i2CAT Areas

- **Experimental Infrastructures, Digital Transformation, Open Science & Corporate Cybersecurity (EIDOS)**
  - Provide the resources and means to make this policy viable: the establishment of a specific service for research data management, the necessary infrastructure, and the training of i2CAT Foundation personnel.
  - Develop and provide the necessary infrastructure to securely store the research data of research personnel and preserve them for a minimum of 5 years, ensuring access to authorized persons during this period.

- Develop and provide the necessary infrastructure to publish the research data of research personnel and preserve them, ensuring permanent public access.
- Guarantee the funding of data storage when the minimum established by the institution is exceeded.
- Support and guide in all projects where required and in the preparation of data management plans for research personnel who require it.
- **Project Manager Office (PMO)**
  - Support in competitive projects coordinated by i2CAT.
  - Establish guidelines for preparing data management plans requested from researchers in the exercise of their activities.
  - Offer training, support, and advice to researchers for data management according to legislation, funding institutions' requirements, and any other relevant regulations.
- **Knowledge and Technology Marketing (KTM)**
  - Develop recommendations for assigning licenses to research data and databases.
  - The decision on the protection of own Research Results and Technological Assets rests with the i2CAT Management, at the proposal of the Knowledge and Technology Marketing (KTM) area.

## 5. Validity

This policy will come into effect the day after being approved by the i2CAT Foundation Board and will be reviewed at least every two years.