



# Research Data Management Policy

1 July 2013  
DGO0.66.1

# CIFOR

## RESEARCH DATA MANAGEMENT POLICY

1 July 2013

CIFOR is a member of the CGIAR Consortium, and this Policy has been developed consistent with the *CGIAR Principles on the Management of Intellectual Assets*<sup>1</sup>. The implementation of this Policy is described in a companion *Guidelines and Procedures* document<sup>2</sup>.

### 1. Purpose

The purpose of this Policy is to ensure that research data generated by CIFOR and its research partners are stored, retained, and made accessible for use and reuse, according to legal, statutory, and ethical requirements, including those of funding bodies and formal research agreements.

The objectives of this Policy are:

- To ensure data from research projects will become and remain an asset for both CIFOR and the broader research community, consistent with the CGIAR's commitment to Open Access;
- To establish and enable a culture of best-practice research data management in CIFOR;
- To inform CIFOR and partner researchers of their obligations under the Policy.

### 2. Scope

This Policy provides for comprehensive data management consistent across CIFOR, integrated with the Center's Information System and Information Management frameworks. This Policy applies to all research data created or received by CIFOR in the conduct of its work, in all formats. It applies to both CIFOR staff members and to CIFOR's collaborators and partners, consistent with the terms of the relevant Letter of Agreement, Consultancy Agreement or Intern Agreement.

The kinds of research data that are covered by this Policy include, but are not limited to:

- **Observations:** raw data, including that from field data collection;
- **Derived data:** resulting from processing or combining 'raw' or other data;
- **Knowledge products:** for example, simulation models - both the model with associated metadata, and the computational data arising from the model

All categories of research data – such as cleaned raw data, intermediate data, and final data – are covered by this Policy.

### 3. Policy Statement

1. CIFOR's Research Data Management Policy is guided by the CGIAR *Principles on the Management of Intellectual Assets* and by the CGIAR's commitment to Open Access.
2. CIFOR values all data generated by its research and is committed to managing data in ways that satisfy the CGIAR Principles and commitment, and legal, statutory, ethical, and funding bodies' requirements.
3. Research data will be managed to the highest standards throughout the research data lifecycle as part of the CIFOR's commitment to research excellence.
4. Researchers are responsible for ensuring that research data are accurate, complete, authentic and reliable.
5. Research data management is a shared responsibility, and all research and support teams need to work in partnership to implement good practice.
6. Research proposals must include or make reference to Research Data Management Plans or protocols that explicitly address and budget for data capture, management, integrity, confidentiality, retention, sharing and publication.
7. Research Data Management Plans must ensure that research data are available for access and re-use, where appropriate and under appropriate safeguards. Subject to these safeguards, research data generated by CIFOR will be made publicly available consistent with CGIAR Open Access principles and procedures.
8. Any intellectual property rights associated with research data created within the framework of collaborations and partnerships with third parties will normally reside jointly with CIFOR and the third party. The ownership of intellectual property, and the Research Data Management Plan, will be specified in the relevant Letter of Agreement, Consultancy Agreement, or Intern Agreement.
9. The ownership, use and sharing of research data produced at and with CIFOR should be referred to all relevant contracts, including Letters of Agreement, Consultancy and Intern Agreements; and in relevant Human Resources documents and procedures.
10. All data must be accompanied by appropriate metadata and associated documents for archiving, as stated in the Research Data Management Guidelines and Procedures. The assigned metadata must be consistent with the globally accepted metadata standards for specific data types, as specified in the *CIFOR Research Data Management Guidelines and Procedures*.<sup>3</sup>
11. Research data will be retained by CIFOR in a durable, indexed and retrievable form. The Data and Information Services Unit will manage the data repository and ensure its accessibility.
12. CIFOR will provide the necessary resources, including through advice and training, for research data management consistent with this Policy.

---

<sup>1</sup> Approved by CGIAR Fund Council meeting 7-8 March 2012, see [http://www.cgiarfund.org/7th\\_fund\\_council\\_meeting](http://www.cgiarfund.org/7th_fund_council_meeting); Agenda item 9

<sup>2</sup> CIFOR Research Data Management Guidelines and Procedures, July 2013: [https://my.cifor.org/Documents/Data\\_Information\\_Management/CIFOR\\_RDM\\_Guidelines.pdf](https://my.cifor.org/Documents/Data_Information_Management/CIFOR_RDM_Guidelines.pdf)

<sup>3</sup> CIFOR Research Data Management Guidelines and Procedures, July 2013. Ibid.