



CIFOR policy on open access

10 April 2015

Version 1.0

DGO1.88.1

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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 (**CGIAR IA Policy**) and CGIAR Open Access and Data Management Policy (**CGIAR OA Policy**). The implementation of this policy is described in a companion Guidelines and Procedures document.

1. Purpose

CIFOR is committed to disseminating its research results as widely as possible. One way to achieve this is through open access. This policy is to support the free flow of information and contribute to the sharing and verification of research findings. It is intended to increase the visibility of CIFOR and its researchers and facilitate the dissemination and recognition of CIFOR research and outputs as widely as possible.

The objectives of this policy are to:

- Increase the diffusion of research results and outputs.
- Reach a broader audience, which has the potential to increase the impact of CIFOR research.
- Support the principles and promote an open access approach through dissemination of the outputs deposited in the CIFOR institutional repositories and other open access archives.

2. Scope

This policy applies to articles published in peer-reviewed academic journals and in-center produced books, occasional and working papers, research report series, audio/video, and photographs under the criteria of:

- Published by CIFOR
- Authored by CIFOR staff while they work for CIFOR
- Written by a CIFOR partner resulting from a collaborative project/work
- Written by a consultant commissioned by CIFOR
- Written by research associates hired by CIFOR
- Edited by CIFOR staff
- Financed (partly or fully) by CIFOR
- Co-published by CIFOR and partners or collaborators
- Has the CIFOR logo on its cover

3. Policy Statement

3.1. Access to research outputs

- 3.1.1. CIFOR believes that free and open access to research outputs offers significant benefits to CIFOR. CIFOR believes that the Green Road and the Gold Road of open access models should be followed for articles published in peer-reviewed academic journals.
- 3.1.2. CIFOR staff are encouraged to publish in open access journals whether using a hybrid, delayed or fully open access model.
- 3.1.3. CIFOR through the Information Resources and Services Unit will provide the tools for staff to make visible the assessment of journals' open access compliance.
- 3.1.4. The Information Resources and Services Unit will manage the tools and provide advice on all aspects of open access publishing, including, but not limited to, copyright issues and licensing, the quality assessment of a journal, and the dissemination of the output(s).
- 3.1.5. CIFOR staff are required to ensure that their peer-reviewed publications and other outputs are freely accessible through the publisher's website or the CIFOR publication repository within the following timelines:

	Type of product	Deadline to make public
(i)	Peer-reviewed scholarly articles	No later than 6 months from the date of publication
(ii)	Reports and other papers	Within 3 months of completion
(iii)	Books and book chapters	Within 6 months of publication
(iv)	Data and databases	Within 12 months of completion of data collection or an appropriate project milestone, or within 6 months of publication of the product underpinned by that data, whichever is sooner
(v)	Video, audio and images	Within 3 months of completion
(vi)	Computer software	Upon completion of software development

3.2. Publishing with commercial publisher

- 3.2.1. CIFOR agrees that this policy should not interfere with the decision to exploit research results commercially, e.g. publishing through a commercial publisher.
- 3.2.2. Books and chapters published by commercial publishers are allowed due to the low development of open access monograph publishing.

3.3. Article Processing Charges (APC)

- 3.3.1. Development of grant applications should include an Open Access publication fee.
- 3.3.2. Publication fees for non-project outputs should be allocated under Research Portfolio budget
- 3.3.3. Where funding is not available to pay APC, CIFOR staff are encouraged to publish their work in compliance with Green Open Access.

3.4. Research output deposits

- 3.4.1. CIFOR staff are required to deposit or self-archive their research outputs in CIFOR repositories along with the metadata. Types of outputs to be deposited:
 - post-print and/or published version of the publication
 - research datasets on which the publication are based
 - conference or workshop papers
 - books, book chapters, monographs, reports and working papers
 - photographs
- 3.4.2. Metadata should comprise the full bibliographic and/or descriptive data and should comply with international standards and agreements for harvesting, reporting and interoperability.
- 3.4.3. To achieve Green Open Access compliance, the researcher(s) should record their publication in the repository at the time of acceptance, and deposit the post-print in the CIFOR publication repository.
- 3.4.4. The metadata will be released immediately upon deposit. Access to the full text may be provided according to the timeline of the publishers.
- 3.4.5. Permissible embargoes should apply only to the date of open access provision and not to the date of deposit.
- 3.4.6. CIFOR staff should ensure that research data associated with the published work is openly available where possible and is compliant with the research funder guidelines.

3.5. Collaborative research outputs

- 3.5.1. CIFOR welcomes co-publishing with commercial, donor and not-for-profit organizations.
- 3.5.2. The relative advantages and disadvantages of co-publishing should be evaluated prior to signing the assignment contract.
- 3.5.3. CIFOR is encouraged to retain ownership of the copyright¹ on all of its published materials whenever possible. This should be agreed at the outset of any negotiations with co-publishers. A minimum of joint copyright should be negotiated.
- 3.5.4. The ownership of intellectual property will be specified in the relevant Letters of Agreement, Consultancy Agreement, or Internship Agreement.

¹ Please also refer to CIFOR Policy on the Management of Intellectual Assets for more info/guidance.

3.6. Research outputs repository

- 3.6.1. CIFOR is committed to ensuring the curation and long-term preservation of its research outputs deposited in its repositories.
- 3.6.2. CIFOR is committed to increasing the number of resources, tools and features of the repository, to facilitate the deposit, to train its researchers to use the repository, to provide information on copyright, and to develop a preservation policy plan.
- 3.6.3. CIFOR will ensure that the repositories support interoperability with other repositories and enable the automatic harvesting from and to other repositories.
- 3.6.4. CIFOR has delegated the management of the research output repositories to the Information Resources and Services Unit.
- 3.6.5. The Information Resources and Services Unit will manage the copyright compliance, collection and deposit of all materials into the CIFOR repositories and provide assistance for CIFOR staff whenever needed.

3.7. Copyright and licensing

- 3.7.1. CIFOR will respect publishers' copyright, licensing and embargo policies.
- 3.7.2. Authors are encouraged to retain copyright for their work when possible and to assert their right to deposit their work in CIFOR repositories.
- 3.7.3. Unless stated by the publisher, by default, outputs will be published under a Creative Commons Attribution (CC BY) license that allows others to reuse, re-distribute, translate, and make an adaptation to the work subject to the publication being fully attributed. This license is chosen due to the nature of its 'right to offer', which ensures maximum dissemination.

3.8. Responsibility for policy

- 3.8.1. The CIFOR Management Group will oversee and approve this policy.
- 3.8.2. The Information Resources and Services Unit will administer open access compliance, article processing charges and the CIFOR repositories.
- 3.8.3. The Open Access Steering Committee, consisting of the Deputy Director General, Manager of Information Resources and Services Unit and scientist representatives, will strategically manage these activities.