



Research Data Policy – Zuse Institute Berlin

(March 2019)

As an internationally active research center for applied mathematics and data-intensive high-performance computing, the Zuse Institute Berlin (ZIB) is aware of the importance of research data beyond the scope of “good scientific practice” [1]. ZIB supports its members in the efficient and responsible handling of research data.

Research data is any information that has been collected, observed, generated or created for purposes of analysis to produce or validate original research results – including software.

Research data management includes all methods and regulations for the planning, collection, processing and sustainable availability of research data. Long-term availability ensures not only the reproducibility of earlier results, but to a large extent also fosters the quality, productivity and competitiveness of science.

Accessibility

ZIB promotes open access of research data on the basis of the FAIR Data Principles [2] while at the same time respecting ethical concerns, personal and intellectual property rights as well as rights of third parties. ZIB encourages the publication of research data and supports its members in its implementation in terms of *accessibility* according to FAIR principles. ZIB recommends a Creative Commons or Open Source user license, which should be as open as possible provided that no data privacy restrictions apply. Research data that cannot be published due to legal or contractual restrictions or for other protection reasons will be kept available in a trustworthy ZIB infrastructure. As a registered data center in the DOI system, ZIB issues persistent identifiers for published data records. In addition, ZIB ensures long-term availability over a period of more than 10 years. This takes into account the broad and long-term re-use of research data.

Data description

For the purpose of reproducibility and sustainability additional descriptive information, so-called metadata, is collected, stored and published together with the research data. Depending on the standards and customs of the relevant discipline, metadata formats, which are also described in data management plans, should be used as far as possible. In the FAIR context, a comprehensive metadata set contributes to *findability* and *interoperability* of the data sets.

Data management plans

In international research contexts, funding agencies are increasingly demanding research data management plans. ZIB supports all research groups in creating such a data management plan (DMP). A DMP structures the handling of research data during a project. Also, it describes the accessibility and reusability of the research data after the end of the project (FAIR component *re-usability*). ZIB provides its members with appropriate templates for a data management plan and assists them in monitoring the DMPs during the project.

Responsibilities

Responsibility for compliance with community standards and for the application of these guidelines lies with the heads of the research groups. This includes the allocation of appropriate licenses after the

end of the project. The group leaders initiate the process of long-term availability/preservation and act as contact persons for usage inquiries. ZIB supports its group leaders in implementing the guidelines by providing advice and training and the necessary technical and human resources. The contact point “Research Data Management” serves as a central resource for support. It prepares handouts and recommendations for handling research data throughout their entire life cycle.

ZIB ensures that the prerequisites for fulfilling the principles formulated in this policy are met and expects every member of ZIB to actively participate in the implementation of these guidelines.

These guidelines were adopted by ZIB's management on 01.03.2019.

[1] *Regeln zur Sicherung guter Wissenschaftlicher Praxis am Konrad-Zuse-Zentrum für Informationstechnik Berlin (ZIB)*. https://www.zib.de/home/institute/further-committees-and-regulations/good_scientific_practice;
Sicherung Guter Wissenschaftlicher Praxis: Empfehlungen der Kommission "Selbstkontrolle in der Wissenschaft".
http://www.dfg.de/download/pdf/dfg_im_profil/reden_stellungnahmen/download/empfehlung_wiss_praxis_1310.pdf.

[2] *Guiding principles to make data findable, accessible, interoperable and re-usable*.
<https://www.force11.org/fairprinciples>.