

Guidelines for the Storage of Research Data at Osaka University

* Please note that this document is a translation of the Japanese version, and should only be used as a reference.

These Guidelines provide guidance on the storage period and management of Research Data produced and obtained by Researchers of Osaka University in the course of research activities at Osaka University under Paragraph 4 of Article 3 of the Regulations regarding the Promotion of Research Integrity at Osaka University (hereinafter referred to as the “Regulations”).

Article 1: Basic Principles

1. Results of publicly funded research and data used to generate such results are considered public assets. Accordingly, it is the responsibility of Researchers engaged in research at Osaka University to appropriately manage and store such results and data, and disclose them as necessary.
2. It is the responsibility of Researchers of Osaka University towards their co-researchers, research funding organizations, Osaka University and society to appropriately store data and materials used in their research, to help prove their innocence should suspicion of research misconduct arise concerning research results they have published as scientific papers or in any other form.

Article 2: Definitions

For the purpose of these Guidelines, the following terms shall have the meanings hereby assigned:

1. “Research Data” shall mean the following items obtained or used in the course of research, which relate to published research results and which the relevant Researcher should maintain to prove the integrity of his or her research:
 - a. Materials including documents, numerical data, and images
 - b. Samples including experiment samples and specimens
 - c. Devices
2. “Researcher(s)” shall mean the researcher(s) and any other person(s) defined in Paragraph 3 of Article 2 of the Regulations.
3. “Deans and Directors” shall mean the heads of Departments and Offices defined in Paragraph 4 of Article 2 of the Regulations.

Article 3: Storage of Research Data

1. Researchers shall store the Research Data they have developed or obtained in the course of research at Osaka University in an appropriate manner.
2. Deans and Directors shall provide Researchers with instructions and training on the storage of Research Data and endeavor to create an environment appropriate for the storage thereof.
3. Deans and Directors shall conduct regular inspections to ensure Research Data are properly managed at respective Departments and Offices.

Article 4: Storage Period

1. Regarding the storage period of Research Data, the following conditions shall apply in principle, provided, however, that specific details of the storage period shall be determined by respective Departments and Offices in consideration of the nature of Research Data and the characteristics of research fields. However, nothing contained herein shall be interpreted as prohibiting Researchers from storing their Research Data beyond the storage period.

- (1) Materials specified in Subparagraph a of Paragraph 1 of Article 2 above shall be stored, in principle, for ten (10) years following the date of publication of the relevant research results as scientific papers or otherwise. However, they may be disposed of to a reasonable extent if there are unavoidable circumstances such as limited availability of storage space.
- (2) Items specified in Subparagraphs b and c of Paragraph 1 of Article 2 above shall be stored, in principle, for five (5) years following the date of publication of the relevant research results as scientific papers or otherwise. However, this shall not apply to any item that is difficult to manage or store due to its nature, or that incurs a high cost for storage.
- (3) If an applicable law or ordinance stipulates otherwise concerning the storage period of Research Data, the provision of the said law or ordinance shall apply.
- (4) If a contract or other agreement stipulates otherwise concerning the storage period of Research Data that has been obtained in the course of joint research or given by an external organization, the provision of the said contract or agreement shall apply.

Article 5: Storage Methods

Research Data shall be stored in an appropriate manner so that they can be presented should it become necessary to verify research results at a later date. Specific methods of storage shall be determined by respective Departments and Offices in consideration of the type and form of relevant Research Data.

Article 6: Treatment of Research Data following Transfer or Resignation of Researchers

1. If a Researcher leaves Osaka University due to transfer or resignation, appropriate measures shall be taken, including appointing an individual responsible for management of the relevant Research Data at the Department or Office to which the Researcher has belonged and then either storing the Research Data at the Department or Office, or ensuring that the Department or Office is informed of where the Research Data are stored.
2. Prescribed procedures shall be followed when removing Research Data from Osaka University. Details of the procedures shall be established by respective Departments and Offices.
3. Should any difficulty arise in storing Research Data during the storage period specified in Article 4 above due to reorganization or for any other reason, then the relevant Department or Office shall take appropriate measures through consultation.

Article 7: Disclosure

1. If a Researcher is requested to disclose his or her Research Data by the Investigative Committee or any other entity, the Researcher shall comply with the request in principle.
2. If cooperation with an investigation conducted by an external entity to which a Researcher has moved is requested, then the Research Data stored at the relevant Department or Office shall be disclosed. This shall apply also when an investigation is requested by a research funding organization.

Article 8: Others

1. These Guidelines shall come into effect on August 6, 2015 and apply to all Research Data underpinning research results published on or after this date.
2. Researchers shall comply with the provision of Article 4 concerning the storage period of Research Data in handling Research Data in their possession as of the effective date of these Guidelines.