

IISH-KNAW Research Data Management policy

Version 1.2

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Last changes relative to version 1.1

- Typo and grammar fixes

Last changes relative to version 1.0

- future course for data documents
- character of data management policy
- added header to table 1

The International Institute of Social History (IISH) examines how work and labour relations influence how we live, and how these relations develop globally over time. To conduct this historical research and support other researchers, we collect archives and data from all over the world.

The IISH provides a set of principles to ascertain that research data is available for purposes of amongst others replication of research, data re-use and data augmentation. The following is what the IISH aspires and full implementation may take a number of years.

Policy Statements

1. Committed to excellence, the IISH strives for the highest levels of research data management of raw and processed data, throughout the data life cycle.
2. To allow for replication of research any research data and documentation on their derivation must be made available. Any research data that was (partially) derived by means of public funding, is considered a public good and must be made available for purposes of replication. In addition, the IISH regards research data gathered through (partially) public funded as a public good and should be made available.
3. Responsibility for executing the RDM policy on the project level (e.g. documenting, depositing data) lies with the Principal Investigator.
4. [from date of adoption] onwards, research proposals must include research data management plans or protocols, minimally covering the issues raised in the KNAW data management plan.
5. Research data derived from projects (partially) run at the IISH must be registered at the IISH by depositing it in its research data archive.
6. The IISH strives for long term preservation of its research data and is acquiring the required data certificates to ascertain its position as data preservation institute.
7. The IISH provides the infra-structure for long term preservation and retrieval of research data. Data can be deposited according to the IISH guidelines described in the IISH Data Deposit Agreement.

8. Non-compliance with the IISH RDM policy must be reported to the IISH Chief Data Officer. After consultation and approval of the IISH Digital Architecture Management Team the reasons for non-compliance must be recorded and preserved.

9. The IISH Chief Data Officer, at the time of writing Richard Zijdeman (orcid.org/0000-0003-3902-3720), is available for consultation regarding the execution of the RDM policy and must be consulted regarding any deviations from the RDM policy.

10. Research data derived from projects (partially) run at the IISH can only be deposited at other research data archives under non-exclusive rights, to safe guard re-use and augmentation of the research data.

KNAW and IISH Research Data Management policy

The IISH Data Management Policy was created based on the guidelines provided by the KNAW as well as other outstanding research institutes such as the University of St. Andrews, University of Edinburgh and the University of Warwick. Table 1 provides an overview of the similarity and different accents of the RDM policy.

Table 1. Comparison of a number of Data Management policies.

| items | iish | know | st. andrews | edinburgh | warwick |
|-------------------------------------|------|------|----------------|-----------|---------|
| quality | x | | x | x | x |
| aligned with institute's guidelines | | | | | x |
| re-use | x | x | x | x | x |
| awareness guidelines | | | | | x |
| responsibility | x | | x | x | x |
| researchers awareness | | | | | x |
| drm plan requirement | x | | x | x | x |
| registration with own institute | x | | x | x | x |
| long-term focus | x | x | x | x | x |
| disposing data | | | | | x |
| infra-structure | x | | x | x | |
| public good | x | x | | | |
| non-compliance | x | x | | | |
| software preservation | | x | | | |
| data-steward | x | x | | | |
| data-types | | x | | | |
| data-documents | | x | | | |
| institutional resources | | x | | | |
| raison d'être | | | x | | |
| non-exclusiveness | x | | | x | |

The IISH RDM policy is very similar to the RDM policies of the universities mentioned in Table 1 and overlaps with the KNAW RDM policy guidelines, except for the following issues.

Software preservation. The IISH does not preserve software. Commercial software often does not allow for the use of multiple persons on a single-license. Moreover, to ensure the software would actually work even after the Operating Systems for which the software is designed, is outdated, is out of scope of the institute's mission. The IISH *does* strongly encourage the deposition of 'code' with an open access license. Via such code the purpose of programs or data-extraction scripts can be retrieved, even if they are no longer operational.

Data types. The IISH does not distinguish between data types. Any research data should simply be stored and preserved, allowing for full replication of research.

Data documents. For the moment the IISH does not provide specific guidelines on data documents. For various grant applications, different data plans are required. Principle Investigators can consult the Chief Data Officer regarding such data management plans. The IISH is highly interested in initiatives that provide a more collaborative setting in which various data documents for different grant proposals can be retrieved via a single system.

Institutional resources. The IISH has no specified budget allocated to Research Data Management. As the implementation of the RDM policy is still in progress and demand for consultation re the RDM policy is in flux, a more open approach to allocation of resources is currently preferred.