

Supplementary information on the Research Data Management and Disclosure Policy of Japan Advanced Institute of Science and Technology

1. Purpose

The Research Data Management and Disclosure Policy of Japan Advanced Institute of Science and Technology (hereinafter referred to as “this Policy”) is established in accordance with the mission of JAIST. Since the research fields of JAIST are diverse, this Policy is intended to provide only a basic policy, with details to be determined separately. This Policy is intended to promote contributions to open science while ensuring the soundness and fairness of research.

2. Definition of research data

The research data covered by this policy, including “research materials, etc.” as defined in Paragraph 1 of Article 2 of the Guidelines for the Preservation of Research Materials, etc. at the Japan Advanced Institute of Science and Technology, are as follows.

2.1. Data collected or generated during JAIST research activities, including data analyzed or processed from such data, whether digital or not. Examples include:

- Raw data / primary data / processed data / simulated data / secondary data / final data
- Numerical data / text / multimedia / database / source code
- Active data/ evidence data / metadata / research data explanatory materials / lab notebooks / research grant-related materials / papers and other research-related materials
- Data generated with public funds / data generated through industry-academia collaboration / commercial data
- Confidential data

2.2. Data collected or generated by researchers outside JAIST through joint research, use of facilities, academic lectures, public lectures, and other research activities at JAIST are also included.

2.3. Research data collected or generated by researchers, etc., at an institution where they were previously employed is subject to this policy even if the researchers, etc. retain such data during their employment at JAIST.

3. Management of research data, etc.

The management, disclosure, and utilization of research data shall be as follows.

3.1. In principle, those who collect or generate research data may decide how to manage, disclose, and make use of it, and JAIST will not unilaterally determine these matters. However, such decisions should be limited to the scope permitted by laws and regulations

such as the Act on the Protection of Personal Information, joint research agreements, and JAIST regulations, and should not be limited to cases where a third party has rights or legal interests in the data (e.g., where the data contains a third party's work or personal information), or where the distribution of the data is regulated from a security perspective (e.g., if the data contains copyrighted materials or personal information of a third party), or if the distribution of the data is restricted from a security perspective (e.g., information subject to export restrictions under the Foreign Exchange and Foreign Trade Law).

- 3.2. The aforementioned rules and regulations of JAIST are outlined in the annex table.
- 3.3. Research data management refers to defining and practicing the handling of research data from the beginning to the end of research activities, including data collection, generation, organization, analysis, processing, sharing, storage, and destruction.
- 3.4. Among a series of actions related to research data, this policy emphasizes the “return of research results to society” and stresses the “publication” and “utilization” of research data. Publication of research data here refers to making research data available to others, and utilization of research data refers to increasing the value of the data so that more intellectual results, etc. will be produced from the published research data.

4. Researchers, etc.

In this policy, “researchers, etc.” is broadly defined and refers to “researchers, etc.” as defined in Article 2, Item 2 of the Regulations Concerning Prevention of Misconduct in Research Activities and Measures to Be Taken by Researchers of the Japan Advanced Institute of Science and Technology (JAIST). It is not limited to faculty members and staff (technical staff, researchers, and research assistants) who have an employment relationship with JAIST, but also includes students who receive research guidance, researchers accepted or invited by JAIST who have no employment relationship with JAIST, and other persons who conduct research activities at JAIST.

5. Responsibilities of Researchers, etc.

The researchers, etc. shall manage and disclose research data as follows to the extent that it does not harm the rights and legal interests of other parties, as well as laws and regulations of JAIST and other equivalent regulations, and in the case of students or visiting researchers with no employment relationship, under the guidance of the primary supervisor, sub-thesis supervisor or host faculty member. For students or visiting researchers with no employment relationship, management and disclosure of research data shall be conducted under the guidance of the primary supervisor, sub-thesis supervisor, or host faculty member. When a researcher transfers or retires, the handling of the research data under his/her control must be decided in advance.

5.1. Create a Data Management Plan (DMP).

5.2. Determine the need for preservation of research data collected or generated.

- 5.3. Define the scope of the “managed data”.
- 5.4. “Metadata (data consisting of information to describe the managed data)” for the “managed data” shall be created.
- 5.5. “Managed data” shall be classified into “public data,” “shared data (research data that can be used by a limited number of persons who have been granted access rights),” and “non-shared/non-public data”.
- 5.6. “Public data” will be made available to the public.

6. Responsibilities of the University

Specific examples of support at JAIST may include the following.

- 6.1. Specific guidelines should be developed for researchers, etc. to refer to when actually managing and releasing research data.
- 6.2. Establish an environment conducive to appropriate research data management, such as the provision of digital platforms.
- 6.3. Establish an environment for the release of research data suitable for realizing the utilization of research data, such as the provision of an institutional repository or other release platform.
- 6.4. Inform researchers, etc. and others about the contents of this policy and the maintenance of the environment described above, provide various types of advice, including legal and contractual advice, and educate, encourage and support the management and disclosure of research data in accordance with this policy.
- 6.5. Revise this policy as appropriate in response to changes in social and academic conditions or changes in legal and ethical requirements.

Annex table: Related rules and regulations of JAIST

Rules for the Management of Personal Information of National University Corporation Japan Advanced Institute of Science and Technology
Rules for Handling Disclosure of Personal Information of National University Corporation Japan Advanced Institute of Science and Technology
Rules on Measures for and Prevention of Misconduct in Research at National University Corporation Japan Advanced Institute of Science and Technology (JAIST)
National University Corporation Japan Advanced Institute of Science and Technology Security Export Control Regulations
Rules for Handling Joint Research at National University Corporation Japan Advanced Institute of Science and Technology
National University Corporation Japan Advanced Institute of Science and Technology Commissioned Research Handling Regulations
Rules for Handling Technical Services of National University Corporation Japan Advanced Institute of Science and Technology
National University Corporation Japan Advanced Institute of Science and Technology Rules for Employee Inventions
Rules for Handling Research Products of National University Corporation Japan Advanced Institute of Science and Technology
Safety Management Regulations for Genetic Recombination Experiments at Japan Advanced Institute of Science and Technology
Japan Advanced Institute of Science and Technology Animal Experiment Regulations
Regulations Concerning the Conduct of Human Subjects Research at Japan Advanced Institute of Science and Technology
Guidelines for the Preservation of Research Materials at Japan Advanced Institute of Science and Technology
Japan Advanced Institute of Science and Technology Information Security Policy