

Guidelines for the Storage etc. of Research Data at Nanzan University

Based upon Article 7 Part 2 of the Code of Conduct for Nanzan University Research Activities, these guidelines determine the necessary details regarding the period of storage etc. of research data at Nanzan University.

(Definitions)

Article (1) For the purposes of these Guidelines, “research data” is deemed to refer to data generated by research activities and will include research results in papers or reports given below that are published in journals. This data is required to verify and explain the research activities in question.

1. Written materials (including notes etc. from experiments) numerical data, visual materials etc.
2. Materials used in experiments, samples etc. as well as models and apparatus).

(2) For the purposes of these Guidelines, the term “researchers” is deemed to refer to full-time tenured staff and others engaged in research at the University. When students are engaged in research activities, they are included in the definition of “researchers.”

(Storage of Research Data)

Article (2) With regard to research activities typified by experiments and various observations, researchers are expected to create records of the process involved in the form of experiment notes etc. Experiment notes etc. should include sufficient information, including a log of the operations carried out and the conditions under which the data was acquired, to allow for subsequent use and verification. They must be taken in a manner that does not allow for any subsequent changes.

(2) Experiment notes etc. must be stored appropriately as a record of the primary information gained through the research activities.

(3) Papers, reports etc., and materials that serve as the basis of the publication of research results must be stored in an appropriate form that allows for subsequent use and verification. It should be noted that, when stored, these must be able to be searched and referred to.

(4) With regard to the specific method of storage, it is acceptable for the faculty or graduate school to determine this depending on the nature and shape etc. of the research data.

(5) With regard to data that has ethical considerations involved, such as personal data with legal constraints on it, or other restrictions due to contractual arrangements, such regulations, contracts or guidelines are to be adhered to. In addition, with regard to the handling of results of specific research projects, if the organization providing funding has put protocols in place these are to be adhered to.

(Period of Storage)

Article (3) The period of storage for materials shall, as a general rule, be set at ten years from the date on which the research was published. With regard to digitalized data, metadata shall be appropriately organized, backed-up and stored in a re-usable form. Furthermore, it is preferable that paper-medium materials be stored for at least ten years, but in cases for example when storage space is limited it is also acceptable to dispose of the material at a logical and appropriate stage.

(2) Materials or samples used in experiments, models or apparatus shall be stored for five years after the date of publication of the research results. However, this would not apply in the case that storage is problematic (eg: unstable materials, materials that were consumed within the experiments themselves), or for materials for which the cost (maintenance or personnel cost etc.) of storage would be prohibitive (eg: biological materials).

(Researchers’ responsibilities and the handling of resignations and retirements etc.)

Article (4) The responsibility for storing research data shall be with the researcher who generated the data. The stipulations in these Guidelines must be adhered to even in the case in which the

researcher resigns, graduates or otherwise finishes at Nanzan University (hereinafter referred to as “finishes”), thereby no longer belonging to Nanzan.

- (2) When a researcher finishes, the faculty or graduate school etc. to which he or she belongs will confirm the location of the research data that the researcher in question is required to be storing and take measures to ascertain the contact details of the researcher for after he or she finishes at Nanzan to ensure that he or she is contactable.

(Administration)

Article (5) The administration of these Guidelines shall be carried out by the Education and Research Support Office

(Amendments or deletions to the Guidelines)

Article (6)

Any amendments to or deletions from these Guidelines must be made with the approval of the University president, after being considered by the Research Screening Committee and the Faculty Senate.

Supplementary provision

These Guidelines came into force from 1 October, 2016.