



IMBB Policy for Data Management

1. IMBB considers all publicly funded research data a public good, produced in the public interest, and should be made available in a timely manner, with as few restrictions as possible, but taking into account the intellectual property of its researchers.
2. IMBB researchers should acquire and store complete records of all research activities.
3. IMBB is committed to open and reproducible science and therefore will abide by the FAIR data principles of findability, accessibility, interoperability, and reusability. Under these principles, *data* (or any digital object) & *metadata* (information about the data) should adhere to the following rules:
 - Data should be described with rich metadata to facilitate discovery.
 - Data & their metadata used in published research, should be assigned unique identifiers and should be registered or indexed in a searchable resource.
 - Procedures used to generate the data and results, such as protocols, packages, libraries and any custom code for analysis or generation of the data, should be properly documented and listed/provided alongside the data.
 - Data & their metadata must be kept in a form and quality that allows them to be retraced and reprocessed with described with a broadly applicable language.
4. All users of research data should acknowledge the sources of the data used and abide by the terms and conditions under which they accessed the original data.
5. The principle investigator of the research project from which the data originated will be the main responsible for their management while the research is ongoing but can delegate this responsibility on others. In the case of research performed in cooperation with other institutions, all parties shall agree on a common data management plan.
6. Research data and metadata deemed significant and generated from research projects at IMBB will be preserved by IMBB for a period of at least 10 years, unless mandated by other legal obligations. This period can be extended in case the data prove to still be pertinent, patent applications, or in cases where the results became contentious or disputed within the initial 10 years.
7. IMBB will provide its researchers with appropriate infrastructure, support, training, guidance and advice on Research Data Management.
8. All data generated by the researchers at IMBB is owned by IMBB and IMBB will remain the custodian of such data should the researcher leave the Institute, unless there is an express requirement why this must not be the case.