

NCCR MSE OPEN RESEARCH DATA – GUIDELINES

Publications acknowledging NCCR MSE must follow the FAIR Data Principles which implies that the data should be findable, accessible, inter-operable and re-usable. As a result, the data underlying a publication should be shared in a public repository **latest at the time of publication**. Steps to be followed:

1. About the time that the article is undergoing revision and is expected to be accepted, a folder should be shared by the PI (or another responsible person designated by the PI) with the Data Manager using IT infrastructure that allows setting up authorized access only (e.g. SWITCHdrive). The folder must include the submitted publication and at least the original data **underlying all the figures and tables in the publication** (i.e. curated and/or raw data used to create the figures and tables).
 - Please make sure that files containing the data can be opened with publicly-available software.
 - The information shared is only temporary and the Data Manager is not responsible for the retention and backup of the data. The authors are responsible for their research data according to the best practices already established in each research group.
 - If you already included all the data underlying the figures and tables in the supplemental materials of the publication, please share the very same data for deposition.
2. Accompanying the data is a **standard form** with the description of the dataset (*Open_research_data_form.docx*) that should be filled and included in the shared folder.
3. The PI will inform the Data Manager on the day that the publication is accepted. The Data Manager will ensure the dataset fulfils all the necessary requirements and deposit it in the public repository **Zenodo** under the “NCCR MSE” community. The legal license for the data will be **Creative Commons Attribution** (CC BY), which comprises that the **free usage is allowed but the owner must be acknowledged**. Restrictions may apply only due to legal, ethical, copyright or confidentiality reasons, and should be consulted with the Data manager.
 - Alternatively, the dataset can be uploaded to an institutional repository as long as it adheres to the FAIR Data Principles and was approved by the Data Manager.
4. Once the dataset is upload to a repository, the link will be published on the **NCCR MSE website**. The folder containing the data originally shared with the Data Manager should be deleted one week after deposition.