Data Management Plan Policy

Revision December 2018
Table of Contents
1. Prologue ........................................................................................................................................... 3
2. Purpose ............................................................................................................................................... 3
3. Scope ................................................................................................................................................ 3
4. Policy statements ................................................................................................................................. 3
   4.1 General Principles.......................................................................................................................... 3
   4.2 Community development and training ......................................................................................... 4
5. Legal Framework ................................................................................................................................ 4
   5.1 Intellectual Property ...................................................................................................................... 4
   5.2 Data Protection ............................................................................................................................... 4
6. Implementation & Governance ............................................................................................................ 5
   6.1 Roles & Responsibilities ................................................................................................................ 5
   6.2 Support & Advice .......................................................................................................................... 5
7. Terms & Abbreviations ...................................................................................................................... 5
1. Prologue

Qatar National Research Fund (QNRF), a member of Qatar Foundation, was established in 2006 to act as an enabler for research and development in Qatar and set it on a path towards a sustainable, diversified economy. QNRF aims to foster original, competitively selected research in engineering and technology, physical and life sciences, medicine, humanities, social sciences and the arts.

QNRF recognizes the importance of data management to protect its investment in research and development by ensuring that research data are findable, accessible, interoperable, reusable (FAIR) which will:

1) expedite the scientific process;
2) reduce duplication of effort;
3) support reproducibility and research integrity;
4) optimize availability and reuse of research outputs; and
5) facilitate the preservation of the scholarly record of Qatar.

This policy aims to inform the integration of data management planning within QNRF awarded research projects.

2. Purpose

This policy supports the development of a robust environment for the sustainable management, use and reuse of QNRF funded research data in collaboration with Qatar National Library (QNL).

3. Scope

This policy sets out the approach for the curation and management of research data produced by research projects sponsored by QNRF regardless of whether the research is carried out in Qatar or abroad.

4. Policy statements

4.1 General Principles

- QNRF encourages the re-use of existing data and therefore encourages applicants and awardees to consider the breadth of data available from various sources before committing to primary data collection.
- All data users must acknowledge the sources by formally citing the data used in their research, allowing a third party to discover the data directly. QNRF funded research data shall be made openly available and accessible through QNL with as few restrictions as possible in a timely and responsible manner that meets a high ethical standard and does not violate privacy or harm intellectual property.
4.2 Community development and training

Establishing and fostering collaborative relationships with key stakeholders is imperative for building a sustainable research ecosystem in Qatar. Both QNRF and QNL recognize this by collaborating in the development of a range of research data services to increase awareness of the need for research data management in Qatar.

QNRF and QNL will jointly host a series of research data management training workshops tailored to the needs of specific disciplines and institutions. These workshops will be complemented by individual face-to-face meetings with researchers to collect requirements and plan customizations and dedicated access platforms.

5. Legal Framework

5.1 Intellectual Property

QNRF encourages the dissemination of research data for wider public benefit and use. However, in some circumstances, public disclosure of the research data can jeopardize QF’s or a third party’s ability to obtain intellectual property protection over the information, including patents. Furthermore, in some cases, public dissemination of research data may among other issues, raise ethical concerns, violate third party privacy rights, violate third party copyright or other intellectual property rights, require third party consent and/or require restricted access.

It is the researchers’ responsibility to ensure that their IP are being protected in accordance with the signed IP policy through the Master Fund Management Agreement with QNRF. The researchers should seek guidance from the office of Industrial Development, IP and Commercialization (IDIPC) in Qatar foundation (QF) in advance to ensure that all information, including research data, intended to be included in a publication, oral presentation, promotional material, or otherwise made publicly available is properly protected and that the researcher has all of the necessary rights to disseminate the information. If necessary, IDIPC will work with the author, relevant third party or presenter in a timely manner to protect the information and/or seek any necessary licenses or consents.

5.2 Data Protection

It is the responsibility of the researcher to ensure that the data is managed in compliance with the relevant data protection legislation, and it will not to be disclosed to any third party without proper protection and consent. The researchers have to take all affirmative steps necessary to protect the Confidential Information from unauthorized access and can only use the data explicitly for the approved request.

The recipient researcher may deposit a copy of their dataset in the QNL repository, for which they will agree to grant QNL the permission to audit and inspect a sample subset of the dataset during the period of the Agreement.

Should QNL become aware of any datasets within its repository that contravenes such legislation, it may take action to address this including removal of data.
Moreover, some of the produced research data funded by QNRF are not be shared with QNL as it is governed by existing policies and procedures of Qatar Bio-Bank (QBB), and their management’s plans for access and re-use.

6. Implementation & Governance

6.1 Roles & Responsibilities

QNRF in collaboration with QNL will provide support for the management of research data generated by QNRF funded projects including:

- Providing support for the creation of data management plans
- Providing access to services and infrastructures for the storage, safekeeping and archiving of research data and records; enabling researchers to exercise their responsibilities in relation to managing their research data in line with QNRF policies; and the responsible conduct of research.

The LPI is responsible for submitting the Data Management Plan (DMP) to QNRF, and making sure that the data provided is in compliance to any prior third party commitments and data protection protocols.

6.2 Support & Advice

- For any question regarding IP, please send it to QFIP@qf.org.qa.
- For any query regarding the Research Data Curation, please send it to the Director of Digital Content & Engagement, QNL openaccess@qnl.qa.
- For any other query, please send it to QNRF through https://support.qnrf.org/conversation/new.

7. Terms & Abbreviations

Research data refers to all information (independent of form or presentation) needed to support or validate the development, results, observations or findings of a research project, including contextual information. Research data includes all material, which are created in the course of academic work including digitisation, records, source research, experiments, measurements, surveys and interviews. It also includes software and code. Research data can take on several forms during the lifespan of a research project and data can exist as gradations of raw data, processed data (including negative and inconclusive results), shared data, published data and Open Access published data; and with varying levels of access, including open data, restricted data and closed data.

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