TRR 170 Data Policy
PREAMBLE

The subprojects of the TRR 170 are generating, collecting and compiling various datasets. Due to the research structure of the center, data are produced as collaborative results and publications across subprojects and with international participation. This allows for a wider interdisciplinary understanding of critical issues and increasing the number and quality of publications. Data produced by TRR 170 projects require thorough data documentation, quality, storage, accessibility, and long-term sustainability. These aspects are subject of this policy.

§1 Coverage
a) This policy applies to all TRR 170 members: principal investigators (PIs), doctoral and postdoctoral researchers, student research assistants, associate members and fellows, as far as research activities are carried out under the TRR 170 program or data shall be used that were generated within the program.

§2 Data Management and Publication Committee
a) A Data Management and Publication Committee (DMPC) comprising members of the Executive Board and the Data Representative sets data standards and serves to adjudicate possible disputes relating to this policy. According to DFG regulations, the Data Representative is the Scientific Coordinator of the TRR 170. If the TRR 170 includes an information management and information infrastructure (INF) project, the PI of the INF project is the Data Representative.

§3 Rights and responsibilities
a) Each TRR 170 member is responsible for entering her/his data into the central database (short 'database').
b) The data representative oversees the management of this database and compliance with this policy.

§4 Documentation of datasets and auxiliary information
a) All individual datasets and auxiliary information (short 'data information') must be documented with meta-information. All data information will be stored in the database with information on who collected them, version of the data, date of the latest update, as well as any potential use restrictions.
b) Details on deadlines and data formats will be specified in a separate technical document to be developed by the DMPC. Templates to facilitate meta-information and data entry will be provided by the data representative.

§5 Access to data
a) Each TRR 170 member has unrestricted access to the meta-information in the database.
b) Each TRR 170 member should have access to the entire individual data information via the data representative as far as regulation allows for. The researchers, who have originally collected the data and the PI of the respective subproject will be asked for their consent prior to data sharing with other TRR 170 members. All data sharing is moderated by the data representative. TRR 170 members making use of data supplied by other TRR 170 researchers for scientific publication must acknowledge the use of the data in an appropriate way. Potential co-authorship must follow the rules of good scientific practice. Before unpublished data information is submitted for publication, the PIs of the subprojects in which data were generated must be consulted.
c) TRR 170 members pledge that they will not pass any data or passwords that enable access to the database to third parties. Until data information is made publicly available (see point e) of this paragraph), release of data to non-members of the TRR 170 will be an exception for which explicit

permission has to be sought from the PI of the project where this data information has been generated

d) All (non-confidential and non-licensed) data will be made available internally within the TRR 170 two years after the project has been finished.

e) All (non-confidential and non-licensed) data will be made publicly available on the TRR 170 homepage five years after the end of the project in which the data information was generated.

f) If there are legitimate reasons, the PI of the subproject in which data were collected can apply to postpone the procedures described in d) and e) of this paragraph. Decisions will be made by the DMPC.

§6 Use of data

a) Data use must always be based on an agreement between an original data supplier and the data user. The TRR 170 database will offer the possibility to trace all downloads of a given data set. The following procedure will be implemented:

- The data user discusses the intended use with the data supplier.
- The data supplier gives his/her agreement in which the involvement in the use of the data is regulated. Agreements on co-authorship of publications must follow the rules of good scientific practice. Publications must acknowledge that the data were compiled in the TRR 170 program funded by the German Research Foundation (DFG).
- The data representative provides the data of the data supplier to the data user upon receipt of this agreement. This ensures that the precise version of the data used can be tracked and documented.

b) Data accessed by a TRR 170 member should be used for purposes necessary to carry out his/her own research in the TRR 170. Data accessed must only be used for scientific purposes, i.e., commercial use of data is not allowed. It is prohibited to distribute other researchers' data to a third party without the explicit consent of an original data supplier.

§7 Delivery of data and quality control

a) Data, project and meta-information must be made available no later than three months after the request from the data representative. The PIs of the subprojects are responsible for data supply within the period stipulated.

b) Full data need to be deposited within three years after data collection. An updated version of the data must be deposited in parallel to handing in the dissertation in case of doctoral researchers (finalization of other research output or employment contract expiry in other cases).

c) Full data comprise the elementary (raw) data, meta-information, and all details required to understand the elementary data (i.e., sampling frame, description of data structure, methods used, documentation of the data-generating process, experimental design, questionnaire, etc.).

d) Compliance is verified by careful review of the different components submitted to the database. The data representative determines when submitted components are acceptable.

e) All data need to be stored in accordance with DFG [1] rules.

f) If there are legitimate reasons, the PI of the subproject in which data were collected can apply to postpone the procedures described in a) and b) of this paragraph. Decisions will be made by the DMPC.

References

[1] DFG Senate (2015): DFG Guidelines on the Handling of Research Data

(modified from draft by 'The Göttingen *e*Research Alliance')

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