

# iDiv Data Sharing Policy & Guidelines

## Background

iDiv represents a large scale collaborative biodiversity science research effort whose central mission is to promote theory-driven synthesis and data-driven theory. It is widely agreed upon that data preservation and sharing is essential to further biodiversity research in general and to reach these aims in particular. To support this, many funding agencies – including DFG – have strong expectations with respect to data management and reuse.

Within iDiv, the Biodiversity Informatics Unit provides the iDiv Biodiversity Data Portal (iBDP), an infrastructure for data management including data storage, data preservation, data sharing, and data reuse.

The data sharing policy describes the regulations with respect to data sharing in the context of iDiv.

The iDiv Biodiversity Data Portal Usage Policy describes the rules governing usage of this infrastructure and of the data provided through it.

All iDiv members and scientists are required to accept both policies prior to using the iBDP and/or obtaining any funds through iDiv.

For explanations regarding data sharing and iBDP usage documents please refer to the FAQ on the iDiv Biodiversity Data Portal (<http://idata.idiv.de>).

## Definitions

In this policy following terms are used:

- **(Primary) Data:** measurements, observations, model output ...
- **Metadata:** descriptive information about detail or aggregate data sets, necessary to interpret, use, and disclose data
- **iDiv Member:** as defined in the bylaws of iDiv (PIs + other scientists that were given membership)
- **iDiv Scientist:** any person (PI, Postdoc, PhD student, master or bachelor student working on their thesis, research assistants) working within iDiv
- **iBDP Users:** any person using the iBDP
- **Data Owner:** The data owner is the university or research institution for which the data are collected. It is represented by the principal investigator (PI) of the project or part of the subproject he/she is responsible for. The data owner has to ensure that other people associated with the data (in particular data collectors) are appropriately considered and that their intellectual property rights are not violated. The PI can delegate the tasks associated with data ownership to other PIs or group members.
- **Data Collector:** The person or persons responsible for collecting/creating the data.
- **Data Custodian:** Person responsible for the provision of a specific set of data and metadata to iBDP. From the point of view of iDiv, this person represents all involved Data Owners and is responsible to ensure that intellectual property rights of data owners are not violated.
- **Data Provider:** person uploading data or metadata to the iBDP
- **BDU:** iDiv Biodiversity informatics Unit which provides the iBDP
- **Data Manager:** the Head of the Biodiversity Informatics Unit

## Data Sharing Policy

1. All data that has been produced with iDiv money (e.g., by the iDiv professors and their core staff, by scientists financed via the flexible pool or sDiv postdocs) and that is of potential future use has to be entered into the iBDP. “Potential future use” in particular is given, if the measurements are unrepeatable or cannot easily be repeated, e.g., field observations taken on a certain day. The data can either be stored in one of the databases underlying the iBDP or, if the data is stored elsewhere, the iBDP needs to contain sufficient information (metadata) to discover and access this data.
2. For all other data produced within the context of iDiv (e.g., in third-party funded projects of iDiv members), the iBDP offers to store the data or information about it. Usage of the iBDP in this case is strongly encouraged but not mandatory. The conditions of iBDP usage (in particular associated cost) will be negotiated on a case to case basis.
3. For data collected or aggregated at sDiv workshops, the iBDP offers storage. However, here, a careful consideration of intellectual property rights of the data owners needs to be made. Usage of the iBDP is strongly encouraged but not mandatory. The BDU will provide guidance with respect to appropriate data sharing rules.
4. By default, metadata (= information describing the data) will be made publicly available via the iBDP as soon as it is known. If this is not possible, at least access within iDiv should be provided. In exceptional cases, e.g., if the metadata contains publishable results, this access can be restricted.
5. It is strongly encouraged to make data publically available as soon as possible. By default, in the iBDP this will happen after a 2 year embargo period starting from the end of data acquisition under a CC-BY-NC 4.0 license. It is possible to extend the embargo period for additional 2 year increments. Upon request, it is possible to select a different license or embargo period. In this case, the reasons for doing so must be provided to the BDU. The BDU will provide advice on these issues.
6. It is strongly encouraged to make data available within iDiv prior to the end of the embargo period. To support this data sharing, iBDP will provide means to ask for and grant data access and to negotiate the conditions under which data is released. As a rule, data owners and other people involved in obtaining the data should be invited to collaborate on manuscripts, if the data contributes significantly to the message of the planned paper and be cited and mentioned in the acknowledgements in all other cases. These mechanisms should be used by iBDP users outside of iDiv, too.
7. All collaborative efforts within iDiv or involving iDiv need to prepare a data management plan prior to their start. Such collaborative efforts include externally funded projects (like CRCs) but also informal agreements to collaborate on a certain topic and projects funded by sDiv or the flexible pool. The BDU will provide guidance in setting up such plans.
8. Lack of adherence to the Data Sharing and iBDP Usage Policies as a data provider or a data user may result in loss of access rights to the iBDP, the withholding of funds or the refusal to allow applications for resources from iDiv.

If a provision of this agreement is or becomes illegal, invalid or unenforceable in any jurisdiction, that shall not affect:

1. The validity or enforceability in that jurisdiction of any other provision of this agreement; or
2. The validity or enforceability in other jurisdictions of that or any other provision of this agreement.

**I accept the terms and conditions of the iDiv Data Sharing Policy and Guidelines.**

---

Name

---

Affiliation

---

Date

---

Signature