

Research Data Repository (Federation.figshare) Procedure

Policy code:	RS2100
Policy owner:	Director, Library Services
Approval authority:	Executive Dean, Institute of Health and Wellbeing
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Purpose

The purpose of the Federation University Australia Research Data Repository (Federation.figshare) is to provide FAIR (Findable, Accessible, Interoperable, Reusable) and where possible, open access versions of research data and other non-traditional research outputs (NTROs) of the University, including those of Higher Degree by Research HDR candidates, researchers and other staff. Federation.figshare will facilitate increased use, impact and awareness of Federation University Australia research through the provision of open and FAIR access to the University's NTROs across all disciplines; and enable Federation University Australia researchers to comply with the open access requirements of the university (under the RDM Procedure) and funding bodies (including the Australian Research Council and National Health and Medical Research Council). This procedure defines the scope of the content and operation of Federation.figshare.

Scope

This procedure applies to non-traditional research outputs to be retained permanently, and which have been generated while the author had a formal association with the University, unless the author/creator had entered an incompatible licensing or ownership arrangement.

The following material will not be included:

- i. HDR theses
- ii. Research publications indexed in services such as Scopus and Web of Science
- iii. Material intended for commercialisation or individual royalty payment or revenue for the author or Federation University Australia
- iv. Material containing confidential information

Definitions

Term	Definition
Institutional repository	An online archive to collect and preserve the intellectual output of an institution
FAIR	Research outputs which are Findable, Accessible, Interoperable and Reusable
DOI	A Digital Object Identifier is a unique identifier for an item which provides it with a unique, permanent web address.
Non-traditional research outputs (NTRs)	Research outputs other than formal research publications e.g. plays, performances, music scores, reports, models, plans, data, software, code, grey literature
Open access (OA)	Open access aims to disseminate knowledge and materials broadly and freely across the Internet and in doing so remove most of the traditional access restrictions to these materials, such as cost and geographic barriers
Research	A scholarly activity that involves the invention and generation of ideas, images, performances, artefacts (including design) where these lead to new or substantially improved materials, devices, products or processes. In the sense of scholarship, research can mean the creation, development and maintenance of the intellectual infrastructure of subjects and disciplines (adapted from The Australian Code for the Responsible Conduct of Research)

Actions

- a. Items may only be deposited where at least one author/creator has a formal association with the University. This includes, but is not limited to, academic staff, researchers, Higher Degree by Research candidates, and research or teaching affiliates
- b. All authors/creators must consent to the deposit and publication of the item/s
- c. Deposit of items in the repository is by non-exclusive agreement and the author is free to publish or link to any version of the work elsewhere
- d. The author/creator must hold the copyright in all files added into the repository
- e. Items can be deposited at any time, but embargoes may be applied, or material not made openly available, or available via mediated access, due to the nature of the content
- f. If the repository receives proof of copyright violation, the relevant item will be removed immediately as per the [Copyright and Takedown Procedure](#)
- g. Items deposited in the repository are expected to be retained indefinitely and a DOI is automatically allocated to published items
- h. All metadata describing materials held in, or linked to, the repository is available under a [CC0](#) licence. Anyone may access the metadata free of charge, including both not for profit and commercial re-users

i. All published files are available free of charge to other users subject to the license selected by the author/creator

Responsibility

- The Executive Dean, Institute of Health and Wellbeing (as the Approval Authority) is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.
- The Director, University Library (as the Document Owner) is responsible for maintaining the content of this procedure as delegated by the Executive Dean, Institute of Health and Wellbeing.

Implementation

The [Research Data Repository \(Federation.figshare\) Procedure](#) will be implemented throughout the University via:

1. An Announcement Notice under 'FedNews' on the Federation University website and through the University Policy Library - 'Recently Approved Documents' and 'Policy Search' webpages to alert the University-wide community of the approved procedure.