

DATA POLICY OF [Project]

§1 Coverage

- a) This policy applies to all project members and participants.
- b) [Project] members are principal investigators (PIs), doctoral and postdoctoral researchers and student research assistants as outlined in the proposal. Participants are associate fellows as well as associated scientists who contribute directly and specifically to [Project] and who are approved by the steering committee.

§2 Data Management and Publication Committee

- a) A Data Management and Publication Committee composed of the steering committee and the database administrator sets data standards and also serves to adjudicate possible disputes relating to this policy.

§3 Rights and responsibilities

- a) Each member and participant agrees to have her/his data entered into [Project]'s database.
- b) [...] is the database administrator and responsible for the management of [Project]'s database, which is hosted at the GWDG (Gesellschaft für wissenschaftliche Datenverarbeitung Göttingen).

§4 Documentation of datasets

- a) All datasets have to be documented with meta-information. All data sets will be stored with information on who collected them, version of the data and date of the latest update.
- b) Details on deadlines and data formats will be given by the database administrator, who also provides templates to facilitate meta-information and data entry.

§5 Access to data in [Project]'s database

- a) Each member and participant of [Project] has free access to the meta-information via [Project]'s information system.
- b) Each member and participant of [Project] may request free access to data set via [Project]'s information system. The scientists originally providing the data will be informed and decide on access rights. Data providers shall decide favourably on requests. All data sharing is moderated by the database administrator. Data essential for many projects may be provided on [Project]'s information system. Of course, scientists making use of data supplied by other scientists for scientific publication must acknowledge the use of the data appropriately (see below).
- c) Release of data to non-members or non-participants of [Project] will be an exception for which explicit permission has to be sought of the Data Management and Publication

Committee, which will consider the opinion of the original data supplier and of the PI of the respective project. Prior to any release [Project] will be informed.

d) All data will be automatically made publicly available on the [Project] homepage five years after collection.

§6 Use of data collected by [Project]

a) Data use must always be based on an agreement between original data supplier and data user. Original data suppliers are the scientists originally obtaining and providing the data and the [Project] members (PIs) of the respective projects. The latter are responsible for supplying the data obtained by all members and participants of their project to the data base. The [Project] database offers the possibility to trace all downloads of a given version of a dataset. 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 (e.g., co-authorship, acknowledgement) is regulated.
- The database administrator may provide access to requested data upon receipt of the data supplier's agreement

b) Data accessed by a scientist must only be used for purposes necessary to carry out his/her own work in [Project]. Data accessed must only be used for scientific purposes, i.e., commercial use of data is not allowed. It is prohibited to distribute other scientist's data to a third party without the written consent of the scientist.

§7 Delivery of data and quality control

a) Data need to be deposited as fast as possible, normally within one year, and at the latest two years after the field sampling or laboratory analysis has been completed. Metadata must be submitted before the beginning of data collection. The metadata shall comply with the structure provided by [Project]'s information system

b) Data quality is controlled by careful review of the different components submitted to the database. The database administrator determines when submitted components are acceptable.