CGIAR

ILRI

INTERNATIONAL LIVESTOCK RESEARCH INSTITUTE

ILRI research publishing procedure 6: Open access checklist

June 2016

Introduction

In November 2013, all 15 members of the CGIAR Consortium unanimously endorsed the Open Access and Data Management Policy to make final CGIAR Consortium information products – including publications, datasets, and audiovisual materials – Open Access ("OA").

ILRI's implementation of this policy and guidelines comprises its policy on intellectual assets (https://cgspace.cgiar.org/handle/10568/34091); policy and guidelines on research data management and sharing; a set of research publishing guidelines, a checklist on open access and research data management; and CGIAR-mandated plans on open access and research data management (for ILRI as well as the CRP Livestock and Fish). This document provides an overview of our plan status.

This document is an initial checklist of open access and research data management guidelines and actions for ILRI staff; we plan to adapt this into a simpler checklist that Principal Investigators (PIs) and Program Leaders (PLs) can use when developing and implementing projects. It covers most circumstances. More information will be available at ilri.org/open and from http://data.ilri.org/

1. The CGIAR policy, guidelines and associated support pack are at cgiar.org/resources/open/

2. Open access falls within ILRI's wider policy on intellectual assets – cgspace.cgiar.org/handle/10568/34091. This policy is owned by the Intellectual Property and Legal Unit.

3. ILRI's open access guidelines are set out in an open access 'plan' with supporting materials. This is a CGIAR-mandated product comprising several guidelines and support information covering open access to final products as well as software and research data.

4. Under the CGIAR policy, the following products need to be made open access:
   - ☐ Peer-reviewed journal articles
   - ☐ Reports and other papers
   - ☐ Books and book chapters
   - ☐ Data and databases (including data collection and analysis tools)
   - ☐ Video, audio, and images (including photographs)
   - ☐ Computer software, applications and code
   - ☐ Metadata
   - ☐ Core/corporate governance documents appropriate for public consumption

5. The CGIAR guidelines allow for some exceptions: The general principle is to make information products Open Access, but that is always "*subject to the legal rights and legitimate interest of stakeholders and third parties, including intellectual property rights, confidentiality, sensitivity (including price and politically-sensitive information), farmers' rights and privacy.*"

6. Information products produced by lead Centers and participating Centers (including partners) in CRPs are subject to the Policy on all new contracts established since the adoption of the Policy. ILRI is developing standard collaborative research agreements with all necessary provisions, including for open access and intellectual property. Advice can be obtained from ILRI's Intellectual Property and Legal Unit. Contact: Linda Opati.

7. Research publishing guidelines explain ways that ILRI products are made open – cgspace.cgiar.org/handle/10568/21792

8. ILRI products usually have a creative commons licence, see: http://ilri-comms.wikispaces.com/cc_license

9. ILRI photographs normally have a creative commons, non-commercial, attribution licence to protect people from commercial use of their images.

10. The research and data sharing plan explains how ILRI data is made open – data.ilri.org

11. ILRI non-data research products should be deposited in CGSpace – cgspace.cgiar.org/handle/10568/1 Contact: Abenet Yabowork. Some formats such as video and photographs are published in specific platforms (youtube, flickr).

12. ILRI data should be deposited in ILRI's datasets portal – data.ilri.org/portal. Contact: Jane Poole.

13. ILRI spatial and GIS data should be deposited in ILRI's geoportal – data.ilri.org/geoportal. Contact: Jane Poole.

14. ILRI software should be deposited in GitHub – github.com/ilri. Contact: Jane Poole.

15. Journal articles and external books and chapters need special attention to ensure they are open access. This often requires a payment (typically $3000; to be budgeted into projects) and requires signing of copyright agreements. Consult Legal Unit for specific advice on the agreements. Staff members should not sign away copyrights that belong to ILRI. (Remember that staff employment contracts explicitly give copyrights of products by staff to ILRI). Contact: Linda Opati.

16. More generally, projects should budget to cover costs related to open access and research data management. Standard costs for budgeting purposes are available through OCS.

17. Some funders provide extra support for open access. BMGF gives grantees the opportunity to have publication fees covered directly by BMGF for open access peer-reviewed journal articles related to their grant. To make a request to have your publication costs covered, please e-mail openaccess@gatesfoundation.org before publication, including your grant Opportunity ID number. It is encouraged that you make this request prior to publication (approval is usually given within a day or two). Note that on the approval, the fees will be paid directly from the foundation's central open access budget directly to the publisher (and not from the grant budget). This therefore means that is not possible to reimburse for costs that have already been covered by a grant/individual. More information on the BMGF open access policy is available here.

18. Acceptable and ethical collection and handling of data is covered in the research data policy and guidelines (data.ilri.org) and in the Institutional Research Ethics Committee (IREC) guidelines

19. Acceptable and ethical taking and use of photographs and images of people is covered in a procedure on this subject.

20. Larger multi-year and multi-partner projects should develop their own CGIAR-compatible open access and research data management plans in line with the ILRI plan, and ensure they have resources and expertise necessary to deliver these.

21. Staff leaving ILRI will be required to deposit all data and other information products (along with associated metadata) to be included in appropriate ILRI repositories and systems.

22. Content should be deposited in full as soon as possible after an item is complete or in its final form. This normally means:

Information products	**Deposit Schedule**
Peer-reviewed versions of journal articles	Ideally, at the time of publication Latest: 6 months from publication
Self-published journals, books, reports etc.	Immediately
Reports and other papers	As soon as possible Latest: within 6 months of completion
Externally or commercially published books and book chapters	As soon as possible Latest: within 6 months of completion
Data and data sets (including data collection and analysis tools)	As soon as possible Latest: within 12 months of completion of data collection or appropriate project milestone, or within 6 months of publication of the information products underpinned by that data
Video, audio, scientific images	As soon as possible Latest: within 6 months of completion
Photographs	As soon as possible Latest: within 6 months of completion or publication
Computer software, applications and code	As soon as possible Latest: within 6 months of completion
Metadata	As soon as possible Latest: before or on publication of the information product
Core/corporate governance documents appropriate for public consumption (e.g., financial reports, board agendas and minutes, annual reports, as appropriate)	As soon as possible