

Doshisha University Guideline for Retention and Disclosure of Research Data, etc.
Established on October 17th, 2019

1. Purpose

This guideline sets out necessary particulars concerning the retention and disclosure of research data, etc. at Doshisha University (hereinafter referred to as “University”) to promote fair research activities at the University in accordance with Article 8, item 1 and 2 of the “Doshisha University Code of Research Ethics.”

2. Definitions

- (1) In this guideline, “research data” means documents, information, data, etc. that the researchers of the University collected or created.
- (2) In this guideline, “researcher(s)” means those who are referred to in Article 3, item 1 of the “Doshisha University Code of Research Ethics.”

3. Methods and Means of Research Data, etc. Retention

- (1) In research activities including experiments and observations, researchers must endeavor to keep records of the progress of their research activities in the form of experiment and observation recording notes, etc. Researchers must include in experiment and observation recording notes sufficient information such as operational logs of experiments, etc., data acquisition conditions, etc. that will be useful for future usage and examination, while at the same time endeavoring to create the recording notes in such a way that will not allow ex post facto modification. Experiment and observation recording notes must be stored in an appropriate manner as the primary information record of research activities.
- (2) Researchers must retain research data, etc. on which the publication of research findings at a conference presentation, etc. is based in the appropriate form that can withstand use and investigation at a later date. Researchers must take into consideration metadata maintenance, searchability and traceability security that allows usage and reference at a later date. Electronic data must be retained in the reusable forms through organization and management of metadata as well as the creation of an appropriate backup.
- (3) Upon carrying out collaborative research, research representatives must retain a backup for necessary research data, etc. related to research activities of the corresponding researchers upon the transfer or resignation of researchers who belong to the representative’s group or must take measures to ensure its traceability by being

aware of its whereabouts.

(4) If no person is present to take the measures stated in 3. (3) due to transfer, resignation, etc. of a research representative, the Responsible Conduct of Research education officer referred in the Article 4, item 3 on “Doshisha University Policies on Handling Research Misconduct in Research Activities” (hereafter referred to as “RCS education officer”) must take measures in accordance with this.

4. Retention Period of Research Data, etc.

The desired period for retention of research data, etc. is ten years. However, the retention period for articles such as samples (experiment samples, specimens), devices, etc. is five years as a standard. This shall not apply to those that receive restriction of storage space such as paper-based documents, etc., those that are difficult to retain in nature (e.g. unstable substance, samples that will be consumed through an experiment itself), and those that require enormous resources to retain (e.g. biological samples).

5. Measures Depending on the Characteristics of Research Area

RCS education officers may set up retention methods and retention periods for research data, etc. separately depending on the characteristics of research areas regardless of 3 and 4.

6. Handling of Personal Information, Personal Data, etc. Included in Research Data, etc.

Researchers must obey regulations and guidelines of personal information, personal data, etc. included in the retained research data, etc. and of those whose handling is regulated or require ethical consideration. Furthermore, in cases where researchers have an arrangement, etc. on handling of deliverables with funding facilities in regard to specific research projects, researchers must obey the arrangement.

7. Disclosure of Research Data, etc.

Researchers must explain the legitimacy of research activities with scientific proof and disclose research data, etc. regarding the research findings such as a conference presentations when requested based on the Article 3, item 2 in “Doshisha University Policies on Handling Research Misconduct in Research Activities.” Researchers shall bear its responsibility even after their transfer or resignation. However, in cases where the corresponding researcher has relegated the retention of research data, etc. to a research representative or an RCS education officer at the time of their transfer or resignation, the research representative or the RCS education officer shall disclose the

data.

8. Clerical Work

Clerical work relating to this guideline shall be handled by the Office of Ethics Review

9. Revision of Abolition

The revision or abolition of this guideline shall be determined by the University President through the deliberation of the Doshisha University Research Ethics Committee and Directors Meeting.

Supplement

This guideline shall take effect on the first day of April, 2020.