



Research Data Management Policy

Version 2

Effective Date: December 1, 2018

Document Control

The Head, Research Methods Group will be responsible for the periodic review of this document.

Document Responsibility

Title	Research Data Management Policy
Directorate	Deputy Director General -Research
Unit	Research Methods Group
Manager	Head of Research Methods Group
Applicable to	All Staff

Document Revision History

Version	Endorsed By	Meeting Reference	Date Endorsed	Approved By	Meeting Reference	Date Approved	Effective Date	Sections Modified
1	Senior Leadership Team	n/a	n/a	Board of Trustees	BOT56-D18	24-Nov-12	25-Nov-12	New Guideline
2	Senior Leadership Team	SLT-FIN-06-18	31-Oct-18	Board of Trustees	BOT68-D15	30-Nov-18	1-Dec-18	Revised

Table of Contents

1. Purpose	3
2. Scope.....	3
3. Definitions.....	3
4. Policy Statement	3
5. Roles and Responsibilities.....	4
6. Review.....	5
7. Related Documentation	5

1. Purpose

- 1.1. To achieve the Centre's goal to be the producer, provider and custodian of high-value data that promotes the understanding and adoption of agroforestry practices through an open and transparent system, ICRAF ensures that our research data is findable, accessible, interoperable, and re-usable (FAIR Data Principles). Our efforts are aligned with the CGIAR Policy on Open Access and Data Management and are consistent with the aims of public-funded research
- 1.2. In addition to the FAIR Data Principles, the Centre also adheres to the following principles and standards:
 - 1.2.1. Nine (9) principles of data in development (PDID)
 - 1.2.2. Standard of the International Aid Transparency Initiative (IATI)
 - 1.2.3. Principles for Digital Development of the Digital Impact Alliance (DIAL)
 - 1.2.4. Gender data principles of Data2X that specifically pertain to women and girls

2. Scope

- 2.1. This is a Centre-wide Policy and is applicable to all staff and all projects located in all countries where the Centre operates.

3. Definitions

- 3.1. **FAIR:** Findable, Accessible, Interoperable, and Re-usable

4. Policy Statement

- 4.1. The Centre's mission is to harness the multiple benefits trees provide for agriculture, livelihoods, resilience and the future of our planet, from farmers' fields through to continental scales. The Center sees the generation of scientifically rigorous, reproducible, inclusive and robust data and knowledge as a central component for fulfilling this mission.
- 4.2. Dissemination of valid and relevant research data requires a clear commitment to, as well as a clear framework for, the management of research data. The purpose of this policy is to provide both: the Centre's commitment to research data management and the framework for its practical implementation.

5. Roles and Responsibilities

- 5.1. The **Centre** views its research data as international public goods, and is committed to their widespread diffusion and use to achieve the maximum possible access, scale, scope of impact, and sharing of benefits to profit the poor—especially farmers in developing countries. Scientists are encouraged to share and publish research data by the Center’s performance evaluation process.
- 5.2. **Institutional support** shall be provided to ensure that data collection by the project adheres to explicit standards ensuring objectivity, internal validity, external validity, reliability, rigor, open-mindedness, and honest and thorough reporting. This includes setting up clear protocols, conducting peer reviews, using robust and well-documented methods and appropriate statistical analyses, and producing meta-analysis and syntheses of results.
- 5.3. **Institutional support** shall be provided for setting up a stable and reliable data repository system. The repository should make high-value research data available (can be found), accessible (can be used) and interoperable (can be harvested) by ensuring that data objects are searchable, well-preserved, described by appropriate metadata, assigned with appropriate access rights and provided with official citations.
- 5.4. To improve scientific publications, consensus with scientific peers and public trust in the quality of our research outputs, the **Centre** will ensure that all necessary raw data is made public. This enables interested parties to reproduce or replicate every scientific publication that is based on research data.
- 5.5. **Projects** are responsible for establishing—at the start of the project—an overall plan for the management of their research data (Research Data Management Plan), and for ensuring sufficient budget allocation for the implementation of the plan.
- 5.6. **Projects** are responsible for ensuring that research data is described by appropriated Metadata throughout their lifecycle. Metadata should be in compliance with Dublin Core requirements, or globally accepted metadata standards for specific data types.
- 5.7. **Scientists** are required to publish necessary raw, verified data for every scientific publication in standard file formats.
- 5.8. **Centre employees, consultants, seconded staff or students** who produce research data, are responsible for ensuring that research is driven by a clear conceptual framework that defines the temporary boundaries and focus of exploration, problem definition, hypotheses, models and research questions.

6. Review

6.1. This policy will be reviewed every three years or earlier if required by the Research Methods Group.

6.2. Any changes made to the Policy will be presented to the Senior Leadership Team for endorsement and thereafter submitted to the Board of Trustees for approval.

7. Related Documentation

7.1. ICRAF Intellectual Assets Policy

7.2. ICRAF Research Ethics Policy

7.3. ICRAF Research Misconduct Policy

7.4. CGIAR (October 2013). *CGIAR Open Access and Data Management Policy*.

<https://hdl.handle.net/10947/4488>