Flowchart for Pre-publication Check of Research Data
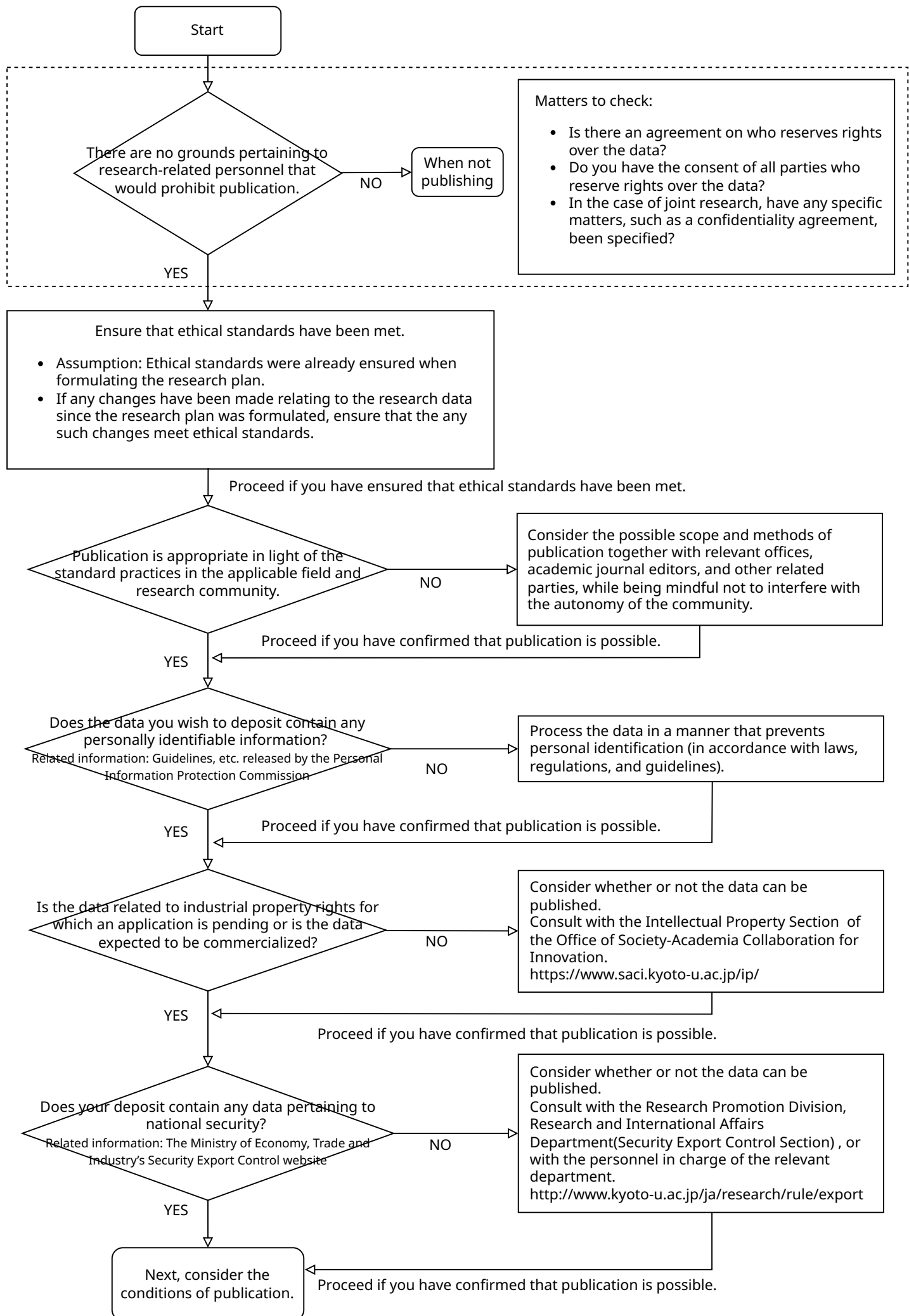
1. Consider whether or not the research data can be published.

Start

There are no grounds pertaining to research-related personnel that would prohibit publication.

NO → When not publishing

YES ↓

Matters to check:
- Is there an agreement on who reserves rights over the data?
- Do you have the consent of all parties who reserve rights over the data?
- In the case of joint research, have any specific matters, such as a confidentiality agreement, been specified?

Ensure that ethical standards have been met.

- Assumption: Ethical standards were already ensured when formulating the research plan.
- If any changes have been made relating to the research data since the research plan was formulated, ensure that the any such changes meet ethical standards.

Proceed if you have ensured that ethical standards have been met.

Publication is appropriate in light of the standard practices in the applicable field and research community.

NO → Consider the possible scope and methods of publication together with relevant offices, academic journal editors, and other related parties, while being mindful not to interfere with the autonomy of the community.

Proceed if you have confirmed that publication is possible.

YES ↓

Does the data you wish to deposit contain any personally identifiable information?
Related information: Guidelines, etc. released by the Personal Information Protection Commission

NO → Process the data in a manner that prevents personal identification (in accordance with laws, regulations, and guidelines).

Proceed if you have confirmed that publication is possible.

YES ↓

Is the data related to industrial property rights for which an application is pending or is the data expected to be commercialized?

NO → Consider whether or not the data can be published.
Consult with the Intellectual Property Section of the Office of Society-Academia Collaboration for Innovation.
https://www.saci.kyoto-u.ac.jp/ip/

Proceed if you have confirmed that publication is possible.

YES ↓

Does your deposit contain any data pertaining to national security?
Related information: The Ministry of Economy, Trade and Industry's Security Export Control website

NO → Consider whether or not the data can be published.
Consult with the Research Promotion Division, Research and International Affairs Department(Security Export Control Section) , or with the personnel in charge of the relevant department.
http://www.kyoto-u.ac.jp/ja/research/rule/export

YES ↓

Next, consider the conditions of publication.

Proceed if you have confirmed that publication is possible.

2. Consider the conditions of research data publication

Start

Check the following, and if there are any conditions of publication, ensure that they are met.
If there are no specific conditions, the depositor should consider conditions on their own.

- The contents of agreements and contracts with co-researchers
- The contents of agreements and contracts with other parties involved in the research
- The Kyoto University Policy on Research Data Management and Sharing
- The Guidelines for Formulation of Implementation Policy on Research Data Management and Sharing at Faculties and Departments of Kyoto University
- The research data policies in use by the institutions, etc. to which co-researchers belong
- The policies of relevant publishers
- External funding guidelines, etc.

Determine the scope of publication
Examples of conditions:
・Open to the general public
・Shared among researchers
・Shared with reviewers

If you wish to limit access to the data,
consider using a repository other than KURENAI.

If the data can be shared with
the general public,
then you can deposit it in KURENAI.

Determine the timing of publication.

- Immediately
- After a certain period of time (which you are able to set)

(Reference)

- Repositories recommended by publishers
- Consider using the data repository search site "re3data," which enables you to stipulate the conditions of access.

Determine the publication license.
Refer to the Guidelines for Specifying Conditions of Use in Research Data Publishing(Japanese version only) .
  https://japanlinkcenter.org/rduf/doc/rduf_license_guideline.pdf

Determine the granularity of the data you wish to deposit.
Determine how much data constitutes a single deposit (one item) in consideration of what unit would best facilitate reuse and citation.
(Multiple files may be deposited as a single item.)
(A DOI may be assigned to each item.)

Determine any other relevant matters (e.g., whether or not to add an author identifier and/or DOI)

Metadata Entry Form