

Research Information Policy

2021 – 2024



Edge Hill
University

Research Information Policy

Contents

1	Purpose & Scope.....	3
2	Research Information Systems at Edge Hill.....	3
3	User Accounts.....	3
4	User Roles.....	4
5	Creating Content.....	4
6	Embargoes & Other Restrictions.....	5
7	Ownership & Copyright.....	5
8	Re-use.....	6
9	Preservation.....	6
10	Researcher Profiles.....	7
11	Take Down Procedure.....	7
12	Key to Relevant Documents.....	8
13	Annex: Content Type Responsibilities.....	8
14	Endmatter.....	11

1 Purpose & Scope

- 1.1 This Policy is a statement on the University's approach to the management of all information about Edge Hill research, from creation to publication, including how Edge Hill presents its research to the outside world through researcher profiles.
- 1.2 Researchers should continue to follow the [Acceptable Use Policy](#), [Public Information Policy](#), [Policy on Open Access](#), [Code of Practice for the Conduct of Research](#), other [research governance](#) and [general](#) policies, regulations, codes of practice, [Pure user guides](#), and other guidance relevant to their status as a researcher at the University.
- 1.3 This Policy applies to all researchers at Edge Hill.
- 1.4 Sections 8 (Re-use) and 11 (Take Down Procedure) are also relevant to members of the public.

2 Research Information Systems at Edge Hill

- 2.1 Information about research undertaken by academic staff and doctoral research degree students at the University is referred to as **content**.
- 2.2 Content is recorded in, and may be shared between, research information systems managed by support services at the University. These systems are the systems of record for research information.
- 2.3 There are three core research information systems at Edge Hill: Pure, Haplo Ethics Monitor and Figshare.
- 2.4 There are two key elements to our research information systems:
 - Research information **repositories** are the public interfaces to the systems, allowing read only access to certain research content (in the form of metadata and files) from Pure (the 'portal') and Figshare. Haplo is not available to the public.
 - Research content is created, managed and stored in an administrative **backend**. This includes researcher profiles, research outputs, data and other materials, doctoral research theses, research projects, research impacts, research funding applications and awards, activities, research ethics records, and research assessment (REF preparation). Content may be added automatically, manually by users or through a combination of the two.

3 User Accounts

- 3.1 Viewing the repositories does not require a user account.
- 3.2 Creating and managing content in any of the administrative backends requires a user account. Accounts are restricted to current Edge Hill network account holders.
- 3.3 Figshare is available to all Edge Hill staff and students.
- 3.4 Pure and Haplo accounts are available to eligible staff and students. Eligibility criteria are available on the [Research Wiki](#).
- 3.5 When a user leaves the University, access is automatically suspended in line with the University's standard policies around network accounts.

4 User Roles

- 4.1 Enhanced user roles may be assigned by a system administrator to give certain users reporter, editor or administrator rights. The availability of such roles depends on the system.
- 4.2 User role holders must access and use the data in the system responsibly and in accordance with Edge Hill data protection procedures. These include the data protection note and data protection agreement [on the Research wiki](#).
- 4.3 If a user role is specific to an organisational unit and the role holder moves to another organisational unit within the University, the former line manager is responsible for asking the relevant system administrators to revoke access to that unit's data.

5 Creating Content

- 5.1 Details of some records are checked by content editors or administrators to ensure they are appropriate for the host research information system, but the accuracy and authenticity of content is the responsibility of the researcher/academic.
- 5.2 By adding content to the research information systems, you:
 - Confirm you have authority/permission to do so from funders, publishers, collaborators, rights holders, or other relevant parties
 - Grant Edge Hill a right to distribute, reproduce, archive and preserve the work, and make it available to the public through the repository where necessary
 - Grant users of the repository a right to use the work for research and private study, subject to existing licences.

Metadata & Files

5.3 When creating content, you create a metadata record that describes the item. Where available, you must attach appropriate files to the metadata record, as set out in the [relevant user guide](#). Without such files, your submission may be rejected.

Access to Metadata & Files

5.4 All content metadata available on the repositories can be accessed free of charge. This includes access by individuals, organisations and automated agents (e.g. harvesters).

5.5 Access to files through the repositories may be subject to restrictions such as publisher/funder embargo. Such restrictions are not limited to outputs. Some full texts may not be available from Edge Hill and may only be accessible through publishers/funders.

5.6 **Where a file cannot be uploaded for sensitivity, security or commercial reasons or is embargoed, a metadata record should still be created.**

5.7 Some metadata records will never be available through the repositories, such as those pertaining to research funding awards and the REF.

6 Embargoes & Other Restrictions

6.1 The University recognises that there are good reasons for embargoes/restrictions, which include:

- Publisher/funder copyright
- Inclusion of third-party copyright material
- Commercial restrictions relating to a corporate partner
- Commercial restrictions relating to Edge Hill e.g. patent
- The work contains confidential information
- Unrestricted access would infringe a legal obligation by the University and/or the author

6.2 Please direct queries to [Learning Services](#) (for research outputs and Figshare) or the [Research Office](#) (for other research content).

7 Ownership & Copyright

7.1 Researchers' ownership rights over scholarly works are detailed in the [Intellectual Property Policy](#).

- 7.2** It is recognised that researchers may wish to hold onto their copyright where possible, by making use of a Creative Commons licence such as CC-BY (or CC-BY-ND for humanities). For queries on Creative Commons, please contact Learning Services.

Third-Party Copyright

- 7.3** If creating a content record containing material with a third-party copyright, you must obtain permission from the copyright holder to deposit the copyrighted material and grant rights to use such material in accordance with this policy. Written permission should be obtained even where access to the content is restricted.
- 7.4** You are responsible for any copyright violations.
- 7.5** Where notice of a copyright violation is received, these will be investigated in line with the Take Down Procedure outlined in section 11 of this policy.

8 Re-use

- 8.1** Records may be re-used under a Creative Commons licence in any medium in accordance with the terms of the specific licence, provided:
- Metadata:
 - A link to the original metadata record on the repository is given
 - Edge Hill University's research information repository is mentioned
 - Full text:
 - The authors, title and full bibliographic details are given
 - A link to the original metadata record is given
 - The content is not changed in any way
 - The licence/permissions for individual items are respected

9 Preservation

- 9.1** Edge Hill is committed to the long-term preservation of research content to maximise public value of research. Metadata and full text files will not normally be removed from the research information repository and will be retained indefinitely. However, where an updated version is deposited, the earlier version may be removed.
- 9.2** We cannot guarantee the readability of or access to files; to this end, we recommend users avoid the use of proprietary file formats.

- 9.3** If we move to a new research information system provider, content will be transferred to the new system as necessary.

10 Researcher Profiles

- 10.1** The researcher profiles of those who leave EHU will be hidden from the repository, but the person's content will remain publicly visible on the repository.
- 10.2** Minimal metadata about the researcher will remain in the backend where essential for the related content records.
- 10.3** Pure researcher profiles for current researchers are publicly visible to demonstrate the strength and depth of the University's academic community. Active profiles can only be hidden following a written request confirming there is a need, sent from the researcher's Head of Department to ResearchSystems@edgehill.ac.uk. The request does not need to include the reason for hiding the profile. Content will remain publicly visible on the repository.

11 Take Down Procedure

- 11.1** The repository is intended as a permanent public record for metadata and associated files for all available content types. However, there may be good reasons for the removal of content including:
- A complaint received about the content
 - Alleged or suspected copyright violation or plagiarism
 - Legal requirements
 - National security
 - Research misconduct
 - Author/submitter breach of University policies
- 11.2** If you have a complaint about content on the University's research information repositories, please contact ResearchSystems@edgehill.ac.uk with:
- Your contact details
 - Bibliographic details for the content, including URL
 - An outline of the nature of your complaint

- 11.3** We will acknowledge receipt and, where the grounds for complaint appear to be reasonable, the relevant team will temporarily withdraw the content from public view pending further investigation.
- 11.4** If the complaint is found to be legitimate, a public metadata record will normally remain, although full text files may be deleted from the repository with a note explaining the reasons for removal. This is to avoid the loss of historical data.
- 11.5** Where possible, the researcher will be notified when content is withdrawn, but their permission is not required to carry out the action.
- 11.6** Content can be reinstated if the reason for removal no longer exists e.g. a copyright violation is corrected.

12 Key to Relevant Documents

12.1 Policies & Codes:

- [Acceptable Use Policy](#)
- [Code of Practice for the Conduct of Research](#)
- [Intellectual Property Policy](#)
- [Policy on Open Access](#)
- [Public Information Policy](#)

12.2 Web pages and other documents:

- [Edge Hill policies, regulations, codes of practice](#)
- [Edge Hill research systems support \(wiki\)](#)
- [EHU statement on the responsible use of research metrics](#)
- [Research governance web pages](#)
- [Research Office privacy notice](#)

13 Annex: Content Type Responsibilities

- 13.1** In addition to the information elsewhere in this policy and in the relevant [user guides](#) and other documents, this section outlines key researcher responsibilities by content type.

Applications for research funding

- 13.2** You must create a metadata record in Pure at the start of the application process, to:

- Notify the Research Office of your intended application.
- Obtain departmental, faculty and institutional approval to apply for external research, knowledge exchange and consultancy funding through Pure, prior to applying to an external funder.
- Apply for central internal research funding.

Awards

- 13.3** If your external funding application is successful you must inform the Research Office, who will create an award record in Pure.
- 13.4** Awards will be managed in Pure by your faculty or the Research Office.
- 13.5** Where awards are synchronised with data from the University's finance systems, this information is solely to assist you in monitoring your expenditure against broad budget headings and is not audited data for use in formal reports. Please work with the RO or your faculty office when you need to file reports.

Research impacts

- 13.6** Impacts recorded in the system should be of the standard required for a REF impact case study and should be linked to suitable, REF-eligible underpinning research outputs and/or projects.
- 13.7** Visibility settings should be used to hide impact records that correspond to upcoming REF impact case studies or records containing confidential information relating to third parties.

Research outputs & research data

- 13.8** You [should deposit all your research outputs directly into Pure](#). The primary purpose of Pure is to store outputs that are peer-reviewed research or practice-as-research (PaR); non-peer reviewed outputs such as reports, may be deposited provided this status is made clear and unambiguous and correctly categorised.
- 13.9** Figshare can be used for atypical research outputs or materials that are not suitable for Pure, including published research data. It may also be appropriate to create complementary records in both systems.
- 13.10** Figshare can also be used to share live (unpublished) research data securely with collaborators outside of the University. Users are responsible for their compliance with data protection legislation, any data sharing agreements that may govern their use of data and any confidentiality obligations that may arise in any other legal agreements governing the activity for which data is being used.

- 13.11** Users should only use Figshare to share research data of any sort after completing a Data Management Plan.
- 13.12** Details on deposit requirements for research outputs subject to open access can be found in the [Policy on Open Access](#).
- 13.13** If an output has been related to your Pure profile in error, you can use the 'disclaim' function in Pure (e.g. where you are not the author). If not misattributed to you, once public, your output records will remain related to your profile unless there are grounds to delete it under the Take Down Procedure.

Multimedia

- 13.14** Pure is not a multimedia repository. If your Pure content relies on audio-visual media, you should deposit the media files on a third-party website designed to host videos, audio, high-resolution images, or other media, such as Figshare. The links to such content can then be added to the corresponding Pure metadata record.

Student theses

- 13.15** Only doctoral research degree theses awarded by Edge Hill are uploaded to Pure. Theses content records submitted to Pure for degrees awarded elsewhere will be returned to the submitter or deleted by the Graduate School.
- 13.16** An embargo or other restriction can be applied to the full text if a request has been approved by the Graduate School Board of Studies in line with the Research Degree Regulations. Contact the Graduate School for more information.
- 13.17** Student theses are harvested by the British Library for its e-theses online service (EThOS).

14 Endmatter

Category	Detail
Title	Research Information Policy v2.0
Policy Owner	Director of the Research Office
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Log of changes since the previous version

14.1 Throughout

- Minor changes to terminology and to make the information relevant to Halpo and Figshare.

14.2 Section 2

- Clarifies the University's core research information systems and interoperability between them and other services.
- Defines public and administrative interfaces.

14.3 Section 3

- Clarifies who needs/gets a user account in each core system from section 2.

14.4 Section 4

- Explains the responsibilities that accompany user roles that grant enhanced access to systems.

14.5 Section 10

- Information on the visibility of researcher profiles.

14.6 Section 12

- Added links to research systems support resources (wiki) and EHU statement on responsible use of metrics.

14.7 Section 13

- Incorporates Figshare for research data and other outputs/materials not suitable for Pure.