Research Information Policy

Edge Hill
University

Research Information Policy

Contents

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 <u>Acceptable Use Policy</u>, <u>Public Information Policy</u>, <u>Policy on Open Access</u>, <u>Code of Practice for the Conduct of Research</u>, other <u>research governance</u> and <u>general</u> policies, regulations, codes of practice, <u>Pure user guides</u>, 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 7 (Re-use) and 10 (Take Down Procedure) are also relevant to members of the public.

What is Pure?

1.5 Pure has two key elements:

- It is the University's <u>research information system</u> (**backend**) which holds information about research undertaken by academic staff and doctoral research degree students at the University. This information is known as **content**, types of which include researcher profiles, research outputs, doctoral research theses, research projects, research impacts, research funding applications and awards, activities, and research assessment (REF preparation). Content may be added automatically or by users.

- It is the University's <u>research information repository</u> (**portal**). It is the public interface of the research information system and certain content records.

2 User Accounts

2.1 Content on the portal is publicly accessible without a Pure user account.

2.2 A user account is required to access the backend to create and manage content. Accounts are restricted to current Edge Hill network account holders meeting eligibility criteria:

- Staff currently employed with a contracted academic employment function of research only or teaching and research (personal users).

- Support staff in academic areas who require a role to edit, approve or report on content at the faculty level or below (Editors).

- Support staff in a central area who require a role to edit, approve or report on content at the University level to carry out their duties (Administrators).

2.3   Students (including Graduate Teaching Assistants) may appear on the repository but do not have user accounts.

3 User Roles

3.1   User roles may be assigned to grant content **reporter**, **editor** or **administrator** rights, and users may hold a combination of user roles.

3.2   User role holders are subject to the data protection note and data protection agreement [on the Research wiki](#).

3.3   Editor and content reporter roles are assigned by the Research Office to users for a specific organisational unit and function following a [request from a designated individual](#) for that unit.

3.4   Administrator and global reporter roles are assigned at the discretion of the Director of the Research Office dependent on business needs.

3.5   If an editor or administrator moves to another organisational unit within the University, the former line manager is responsible for asking the Research Office to revoke access to that unit's data.

3.6   User access will be suspended when the user's network account is no longer synchronised into Pure e.g. when employment ends.

4 Creating Content

4.1   Content is created in the backend. The validity and authenticity of content is the sole responsibility of the researcher/academic.

4.2   By adding content to Pure, 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 portal where necessary

- Grant users of the portal a right to use the work for research and private study, subject to existing licences.

4.3   All submissions are validated by the relevant content editor or administrator to confirm they are appropriate.

Metadata & Files

4.4   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.

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

4.6   Access to files through the portal 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.

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

4.8   Some metadata records will never be available through the portal, such as funding applications and the REF.

5   Embargoes & Other Restrictions

5.1   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

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

6   Ownership & Copyright

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

6.2   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.

6.3 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.

6.4 You are responsible for any copyright violations.

6.5 Where notice of a copyright violation is received, these will be investigated in line with the Take Down Procedure outlined in this policy.

7 Re-use

7.1 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 portal 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

8 Preservation

8.1 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.

8.2 We cannot guarantee the readability of or access to files; to this end, we recommend users avoid the use of proprietary file formats.

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

9 Former Staff/Students

9.1 The researcher profile of those who leave EHU will be hidden from the portal, but the person's content will remain publicly visible on the portal.

9.2 [Minimal metadata about the researcher will remain in the backend](#) where essential for the related content records.

10 Take Down Procedure

10.1 The portal 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

10.2 If you have a complaint about content on the portal, please contact pure@edgehill.ac.uk with:

- Your contact details

- Bibliographic details for the content, including URL

- An outline of the nature of your complaint

10.3 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.

10.4 If the complaint is found to be legitimate, a public metadata record will normally remain, although full text files may be deleted from Pure with a note explaining the reasons for removal. This is to avoid the loss of historical data.

10.5 Where possible, the researcher will be notified when content is withdrawn, but their permission is not required to carry out the action.

10.6 Content can be reinstated if the reason for removal no longer exists e.g. a copyright violation is corrected.

11 Key to Relevant Documents

11.1   Policies & Codes

- Acceptable Use Policy

- Code of Practice for the Conduct of Research

- Intellectual Property Policy

- Policy on Open Access

- Public Information Policy

11.2   Web pages

- Edge Hill policies, regulations, codes of practice

- Pure user guides & FAQ

- Research governance web pages

- Research wiki - Pure support

- Research Office privacy notice

11.3   System

- EHU research information system backend

- EHU research information repository/portal

12 Annex: Content Type Responsibilities

12.1   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

12.2   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

12.3   If your external funding application is successful you must inform the Research Office, who will create an award record in Pure.

12.4   Awards will be managed in Pure by your faculty or the Research Office.

12.5   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

12.6   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.

12.7   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

12.8   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.

12.9   Details on deposit requirements for publications subject to open access can be found in the Policy on Open Access.

12.10 If an output has been related to your profile in error, you can use the 'disclaim' function in Pure (e.g. where you are not the author).

12.11 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

12.12 If your content relies on audio-visual media, you should deposit this on a third-party website designed to host videos, audio, high-resolution images, or other media, such as Figshare. The links to these should then be added to the Pure metadata record.

Student theses

12.13 Only doctoral research degree theses awarded by Edge Hill are uploaded to Pure. Theses submitted to Pure for degrees awarded elsewhere will be returned to the submitter.

12.14 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.

12.15 Student theses are harvested by the British Library for its e-theses online service (EThOS).

13 Endmatter

Category	Detail
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