

RESEARCH OUTPUTS AND OPEN ACCESS

GUIDANCE FOR RESEARCHERS

This guide has been prepared to help you as a researcher at the University of Exeter to be aware of what you need to do regarding Open Research and who to contact for further help.

The checklist will help you to ensure that your publications record and digital identity are up to date in all our systems and that you will be able to comply with the University's [Open Access Research and Research Data Management Policy](#), our funders and the next Research Excellence Framework (REF 2021) exercise.

PUBLICATIONS

WHEN YOU PUBLISH

UPON SUBMISSION

Check if the journal is compliant with the OA requirements of your research funder ([SHERPA/ROMEO](#)), the [UoE's policy](#) and REF 2021 OA policy (use [SHERPA REF tool](#)) or contact [Open Research team](#).

Acknowledge funding in your publication, including grant references.

Include a [data access statement](#).

Use your [ORCID ID](#). Further details about ORCID IDs can be found on the [Research Toolkit](#).

UPON ACCEPTANCE

Upload your accepted manuscript upon (within three months of) acceptance via Symplectic to ORE, our institutional repository, ensuring compliance with [University policy](#) and [REF 2021 open access policy](#).

Check [your funder open access requirements](#). If the publisher-imposed embargo on access to your accepted manuscript in ORE exceeds your funder allowed maximum, consider [paying for open access](#).

To request open access funding from centrally administered funds (see below), submit an [open access funding request](#). If paying from your research grant, raise a Purchase Order in T1.

Request paid immediate "gold" open access from the publisher.

Consider how you wish to license your work e.g. using a [Creative Commons licence](#). [Select licence](#) in compliance with funder e.g. CC BY (only) required by UK Research Councils, COAF charities.

OPEN ACCESS FUNDS MANAGED CENTRALLY

To apply to one of these funds, [submit an open access funding request](#) upon acceptance:

[UK Research Councils open access block grant](#) - for research funded by the UK Research Councils.

[Charity Open Access Fund \(COAF\)](#)

[Institutional open access fund](#) - for outputs that have **no other funding** to pay for open access.

ENSURE YOUR PUBLICATION COMPLIES WITH UNIVERSITY AND REF OPEN ACCESS POLICIES

The **output must be deposited in a repository**, *no later than three months after acceptance*.

The output deposited should be the [accepted manuscript](#) (following peer review).

REF 2021 open access policy applies to all journal articles and conference contributions (with an ISSN) accepted for publication after 1 April 2016 and published on or before 31 December 2020.

Monographs, book chapters or other long-form publications, working papers, creative or practice-based research outputs or data are eligible for REF but don't need to comply with REF OA policy.

RESEARCH DATA

RESEARCH DATA MANAGEMENT SUPPORT

Before your project

[Write your data management plan](#) using [DMP Online](#).

Be sure to include appropriate [data management costs](#) in your funding application.

If applicable, [plan for working with sensitive data](#).

During your project

[Organise your data](#).

[Securely store your data](#).

Ensure that your data are [regularly backed-up](#).

After your project

Determine which data are suitable for sharing and [select a license](#) to maximize re-use.

[Deposit your data into ORE](#) or a subject-based data repository – you can use the [Registry of Research Data Repositories](#) to find a suitable subject-based repository.

Include a [data access statement](#) if the data are associated with a publication.

In addition to

Be compliant with the [University policy](#) and the [research funder policies](#).

Contact the Research Data Officer (rdm@exeter.ac.uk) of the Open Research team, if you have any questions.

OPEN RESEARCH SUPPORT

The [Research Toolkit](#) outlines support available to University of Exeter researchers.

Contact UoE's Open Research team (openaccess@exeter.ac.uk) based in the Library, if you have any questions.