UNIVERSITY OF EXETER

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 Research Excellence Framework (REF) exercise.

PUBLICATIONS

WHEN YOU PUBLISH

UPON SUBMISSION

- ☐ Check if the journal is compliant with the OA requirements of your research funder (if UKRI/Wellcome funded, use Journal Checker Tool; if NIHR funded use SHERPA/FACT), the University OA policy and REF 2021 OA policy or contact the Open Research team.
- ☐ Consider taking advantage of OA discounts and fee-free publishing options (Transformative Agreements) through publisher agreements available to UoE corresponding authors.
- ☐ If submitting to a full OA journal, contact the Open Research team to apply for OA funding on submission
- ☐ Acknowledge funding in your publication, including grant references.
- ☐ Include in the manuscript and covering letter your funder's set text advising that a CC BY licence has been applied to any future author accepted manuscript arising from the submission (if UKRI, Wellcome, NIHR funded)
- ☐ Include a data access statement.
- ☐ Use your ORCID ID. Further details about ORCID IDs can be found in the Research Toolkit.

UPON ACCEPTANCE

IF NOT PUBLISHING OPEN ACCESS:

- ☐ Upload your accepted manuscript upon (within three months of) acceptance via Symplectic to ORE, our institutional repository, ensuring compliance with University policy and REF OA policy
- ☐ If externally funded, check publishing contract before signing to ensure no conflict with your funder OA policy, request an exceptional publishing contract, if required to comply with your funder.

IF PUBLISHING OPEN ACCESS:

- ☐ Choose a Creative Commons licence in compliance with your funder e.g. CC BY (only)
- ☐ If publishing in a full OA journal you should already have secured funding to pay for this. Request an invoice with a Purchase Order Number, or pay by credit card online. Contact Open Research to apply for OA funds if needed **before** requesting an invoice or committing to pay.

☐ If publishing in a "hybrid" journal included in a Transformative Agreement and you are [primary] corresponding author, identify affiliation on publisher forms and request OA, at no extra cost (it has already been paid for).

☐ Upload the final published PDF via Symplectic to ORE as soon as possible after publication

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). 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.

Following the completion of REF 2021, a new open access policy is in development. In the meantime, Research England advises that the REF 2021 OA policy should be followed until further notice.

RESEARCH DATA

RESEARCH DATA MANAGEMENT SUPPORT

Before your project

☐ Write your data management plan using DMPonline.

☐ 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 in any associated publications.

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.