Open Access Policy for Publications and Associated Research Data
CU-RIO-POL-3.0 – V6

Cranfield University fully supports the principles and objectives of open access, and believes that publicly funded research is a public good that should be made openly available when legally, commercially and ethically appropriate.

Cranfield University is committed to making all forms of output from its research, including supporting research data, available freely and accessibly in ways that allow them to be used and re-used for the benefit of wider society. Open access to research allows greater visibility to research undertaken at Cranfield, can help to stimulate new research opportunities as well as increase citations and helps to optimise personal and institutional impact.

Cranfield University Open Access Policy for Research

The policy applies to all peer-reviewed outputs from research, including those with public or other funding supporting open access, such as all or part UKRI funding or EC funding. The policy recognizes that for fully privately funded research, authors normally need to seek permission to publish in public domain sources such as journals and conferences, from their project partners.

The policy applies to a range of output types including, but not restricted to, journal articles, conference papers, reports and book chapters as well as research data. Exemptions to the policy include contract research reports, restricted doctoral theses, and other deliverables which are commercial in-confidence or classified for security purposes. Doctoral and Masters theses are covered by other University policies.

Journal articles and conference proceedings accepted for publication must be made open-access to be eligible for submission to the Research Excellence Framework (REF), subject to publisher or commercial embargos. Deposit in an institutional repository which is made publicly available fulfils this criterion.

The policy requires all Cranfield researchers (staff and students) to:

- Ensure that the bibliographic details of all research publications they produce are recorded in the Cranfield Research Information System (CRIS), by forwarding confirmed acceptance emails to accepted@cranfield.ac.uk (minimum to include authors, journal title, publication title, date of acceptance and DOI, (if available)).

- Ensure that the final author's accepted manuscript of all research outputs are deposited into the CRIS immediately upon acceptance (but prior to copy-editing or typesetting). These will include final accepted peer reviewed versions of journal articles and conference papers (not the proofs or published version unless this is specifically allowed).
- Ensure that bibliographic details and full-text uploads to CRIS are made available immediately or as soon as possible after confirmation of acceptance for publication and no later than three months after this date.
- Ensure that research data, plus the associated metadata that describes the datasets, are uploaded into the Cranfield Online Research Data Repository, (CORD) (or equivalent repository) in line with processes that have been developed and communicated through the Research Data Management Policy.
- Ensure that they are meeting the requirements of their external funders. This includes being mindful of consortium agreements with commercial partners that might delay or impose restrictions on publishing and the sharing of research data.

Researchers are responsible for:

1. Ensuring compliance with Cranfield University Open Access Policy by depositing publications and associated metadata and to consider open access options.
2. Ensuring compliance with the Open Access policy of any funding body which has funded their research, and for all research outputs resulting from that research (e.g. deposit in a specified repository such as NORA (NERC) or ReShare (UK Data Service); and ensure the outputs are captured in Researchfish).
3. Ensuring that the Open Access requirements for REF have been met for published research to be eligible for submission.
4. Ensuring published results always include a statement on how and on what terms supporting data may be accessed. Where the research data are in the form of a digital object, it is expected that the statement and metadata will include use of a robust persistent link (e.g. a DOI).

Library is responsible for:

5. Promoting and monitoring compliance with Open Access requirements for REF
6. Production of regular reports of open access deposits.
7. Providing training, support and guidance on appropriate routes to open access, including advice on publishers' copyright policies in relation to green or gold OA, how to apply for Article Processing Charges, and avoiding predatory publishers.
8. Monitoring compliance with funder policies.
9. Administering any funding provided for Open Access publishing by funding bodies (e.g. UKRI) and/or by the University.
10. Providing training, support and advice on the management of research data, and on the use of CORD for the storage of research data.

Refers to the following policy
1. UKRI Policy on Open Access: https://www.ukri.org/funding/information-for-award-holders/open-access/open-access-policy/

Document control

Document title	Open Access Policy for Publications and Associated Research Data
Document number	CU-RIO-POL-3.0
Originator name/document owner	Professor Leon Terry
Professional Service Unit/Department	Research and Innovation Office (RIO)
Implementation/effective date	1 February 2023
Approval by and date	Research Committee, 31 January 2023
Date of last review and version number	July 2023, Version 6
Date of next review	September 2023
Name	Professor Leon Terry
Title	Pro-Vice-Chancellor, Research and Innovation

Document Review

Version	Amendment	By	Date
V1	• Ensure that metadata describing associated research data are entered into CRIS Replaced with: • Ensure that research data, plus the associated metadata that describes the datasets, are uploaded into CORD in line with processes that have been developed and communicated through the Research Data Management Policy. Library is responsible for: 4 Providing training, support and advice on the management of research data, and on the use of CORD (Cranfield Online Research Data) for the storage of research data.	Library	14.09.16
V2	• Updated in accordance with new University branding		
V3	• Clarification policy applies to all peer-reviewed outputs from research with public or other funding supporting open access. • Reference to REF 2014 removed • Confirmation of bibliographic details of all research publications produced and recorded in the Cranfield Research Information System (CRIS are sent to accepted@cranfield.ac.uk • Link to HEFCE policy updated	Library	09.11.17
V4	• Reference to RCUK replaced by UKRI		

	• Reference to HEFCE removed • Links to policies updated	Library	15.1.21
V5	• Opening statement changed. • Section heading simplified From: Cranfield University Open Access Policy for Research To: Cranfield University Open Access Policy for Research • Change the policy coverage: From: The policy applies to all peer-reviewed outputs from research with public or other funding supporting open access, such as all or part UKRI funding or EC funding. To: The policy applies to all peer-reviewed outputs from research, including those with public or other funding supporting open access, such as all or part UKRI funding or EC funding. • Added point 4 in Research responsibilities to cover data access statements in published work. • Points 5 and 6 moved to Library responsibilities. • Update to point 6 in Library responsibilities to include routes to open access and predatory publishers. Providing training, support and guidance on appropriate routes to open access, including advice on publishers' copyright policies in relation to green or gold OA, how to apply for Article Processing Charges, and avoiding predatory publishers.	Library	5.2.21
V6	Reference to the REF year removed Document control updated with details of new PVC R&I Reviewed in July 2023, no changes.	Library	27.1.22