



# Open Research Policy

## CU-RIO-POL-18 – V1

Cranfield University fully supports the principles and objectives of open research 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 research data and software code, freely available and accessible in ways that allow them to be used and re-used for the benefit of the 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.

The policy applies to all output from research (except those covered by the exemption below), including those with public or other funding supporting open access. The policy recognises 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 definition of research data for the purpose of this policy is digital or analogue information that is collected, observed, created, or reused to produce, validate, and enrich research findings and conclusions. The University endorses the [FAIR data sharing principles](#) for maximising data reuse, and supports related initiatives such as [DORA](#) (Declaration on Research Assessment), [ORCID](#) (Open Researcher and Contributor ID), [digital object identifiers](#) (DOIs), and use of standard open licences for sharing research data and code.

Exemptions to this policy are contract research reports and other deliverables which are commercial in-confidence or classified for security purposes. The release of doctoral and Masters theses are already covered by existing University guidelines.

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

- They actively engage with making their output available in the CRIS and University repository.
- They choose the most suitable open access route (this policy does not mandate green or gold specifically) and be aware of the [range of publisher deals](#) supporting article processing charges (APCs) to which the Library has

subscribed on behalf of the University. Wherever possible, the output should be made available under a CC-BY licence.

- They meet all the access requirements of their external funders and the REF.
- They respond and comply with requests from Library and RIO staff in relation to their responsibilities outlined in this policy.

### **Researchers are responsible for:**

1. Considering the most appropriate place to publish using a suitable open access option and licence, including use of Rights Retention.
2. Compliance with the relevant University policies by depositing publications, associated metadata, and research data into the University repository within the required timeframe.
3. Ensuring compliancy with **all** Open Access policy requirements from:
  - A] the REF so that all their research is eligible for submission
  - B] any relevant funding body acknowledged in the published work.
4. Ensuring published results always include a data availability statement (even if no new data has been produced). 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).
5. Maintaining an up-to-date **public** ORCID account and ensuring they have no duplicate accounts.
6. Creating and maintaining a data management plan (DMP) at the time of their research proposal if any research data are to be collected or used, which outlines the plan for how and where the data will be shared.

### **The Library is responsible for:**

1. Monitoring and reporting on compliance with REF and funder OA policies.
2. Providing training, support, and guidance on appropriate routes to open access, including advice on publishers' copyright policies in relation to green or gold OA, use of Rights Retention, use of ORCID, how to apply for Article Processing Charges, and avoiding predatory publishers.
3. Administering any funding provided for Open Access publishing by funding bodies (e.g. UKRI) and/or by the University.
4. Providing training, support, and advice on the management of research data, including data management plans and the use of the University repository for the storage of research data.
5. Providing support and training for the use of the CRIS to manage research outputs.

6. Maintaining and developing a suitable University repository for storing and showcasing Cranfield research outputs.

**Related policies:**

[Authorship of Research Outputs Policy](#)

[Research Data Management Policy](#)

## Document control

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