

JSPS Basic Policy on the Handling of Operational Data

Presidential Decision

September 18, 2025

Revised

June 12, 2026

1. Purpose

This Basic Policy sets forth the fundamental principles governing the handling of data of the Japan Society for the Promotion of Science (hereinafter referred to as the "JSPS") obtained through the execution of the operations prescribed in Articles 4 through 12 of the Rules of Operation of the Japan Society for the Promotion of Science.

2. Definitions

(1) Operational Data

For the purposes of this Policy, "operational data" means data acquired, created, or processed by JSPS in the course of carrying out the above-mentioned operations.

However, this term does not include research data, scholarly publications, or other research outputs generated through research activities funded by JSPS.

(2) Open Data

For the purposes of this Policy, "open data" means operational data held by JSPS that are made publicly available in such a manner that anyone can readily access and utilize them via the Internet or other means, provided that the data satisfy all of the following conditions:

- They may be reused for both commercial and non-commercial purposes;
- They are provided in a machine-readable format;¹
- They are available free of charge.

(3) Metadata

For the purposes of this Policy, "metadata" means information describing the contents of open data.

(4) Non-public Data

For the purposes of this Policy, "non-public data" means operational data held by JSPS that are not made publicly available.

3. Publication, Management, and Operation of Operational Data

(1) Publication of Data

¹ "Machine-readable" means that computer programs can automatically process, edit, or otherwise manipulate the data.

In order to enhance public accountability by broadly disclosing information on research funding provided through JSPS using public funds, and to promote diverse, multifaceted, and interdisciplinary research and analysis across a wide range of research communities, operational data shall, in principle, be made available as open data.

In publishing open data, due consideration shall be given to ensuring data quality, protecting personal information, complying with information disclosure requirements, safeguarding the rights and interests of JSPS and other relevant organizations, ensuring national and public security, and complying with applicable laws, regulations, information security requirements, and JSPS internal rules.

The JSPS department responsible for the relevant data shall prepare the open data, while the Science Information Office shall publish the data through the JSPS repository.

(2) Format of Open Data

Open data shall conform to the FAIR Principles² and shall be provided in formats that ensure interoperability and machine readability, thereby enabling automated processing and reuse.

(3) Metadata Elements

Metadata shall be attached to all open data. The metadata elements shall conform to the standards prescribed by the repository adopted by JSPS.

(4) Preparation Period, Embargo Period, and Duration of Publication

When converting operational data into open data, JSPS shall endeavor to make the data publicly available as promptly as possible, taking user needs into consideration. However, where necessary, a preparation period or an embargo period may be established.

Open data shall, in principle, remain publicly available on a permanent basis. However, if JSPS determines that continued publication is no longer appropriate, the data may be corrected and republished, or publication may be discontinued and the data withdrawn.

(5) Non-disclosure of Operational Data

Based on the principle of an "open-and-closed strategy"³, operational data shall be handled appropriately, including being designated as non-public where special consideration is required for disclosure in light of applicable laws, regulations, national security, or other relevant concerns.

The criteria for designating operational data as non-public are as follows:

- where disclosure would affect confidentiality, trade secrets, national interests, or national security;

² The FAIR Principles are internationally recognized principles for research data management and stewardship, representing Findable, Accessible, Interoperable, and Reusable.

³ An "open-and-closed strategy" refers to an approach under which data are classified into those to be made publicly available and those to remain non-public according to their characteristics.

- where disclosure is prohibited under applicable laws and regulations, including the Act on the Protection of Personal Information and the Act on Access to Information Held by Incorporated Administrative Agencies;
- where disclosure is prohibited under contracts or other legally binding agreements;
- where the data relate to the internal administration or management of JSPS and are not appropriate for public disclosure; or
- where non-disclosure is otherwise considered appropriate based on reasonable grounds.

4. Ownership of Data and Intellectual Property Rights

Intellectual property rights in operational data, open data, and metadata that are independently created or processed by JSPS in the course of its operations shall belong to JSPS. In preparing such data, JSPS shall exercise due care to avoid infringing the intellectual property rights of any third party.

Unless otherwise specified, the use of open data shall be governed by the Creative Commons Attribution 4.0 International (CC BY 4.0) License. When making operational data available as open data, JSPS shall specify the applicable terms and conditions for use by third parties and require users to comply with such terms and conditions. Where operational data have been created or processed jointly with organizations or individuals other than JSPS, the handling of such data shall be governed by the agreement reached among the relevant parties.

5. Disclaimer

While JSPS endeavors to ensure the accuracy of open data and the metadata attached thereto, it does not guarantee their accuracy. Although JSPS exercises the utmost care to avoid infringing the intellectual property rights of third parties in preparing operational data, open data, and metadata, it does not warrant that no such infringement exists.

JSPS shall not be liable for any loss or damage arising from the use of open data, the discontinuation of publication, withdrawal of data, or the secondary use of open data by third parties and any subsequent use thereof.

Where the secondary use of open data causes damage to a third party or to JSPS, the party responsible for such secondary use shall bear all responsibility therefor.

Supplementary Provisions

(Presidential decision of September 18, 2025)

This Policy shall come into effect on September 18, 2025.

(Revision of June 12, 2026)

This revised Policy shall come into effect on June 12, 2026.