

Basic Policy for the Handling of Research Data in JSPS Programs

October 23, 2023

Adjudication by the President

1. Purpose

Greater openness of research results, including the release and sharing of research data, is being advanced with the goal of sharing knowledge globally, as in open science. Governments, international organizations, industry, and academia will need to implement a management strategy for the research process that is based on the Open and Close approach. The strategy must consider both the international contributions and the interests of each entity, while respecting freedom and diversity in research activities.

Against this backdrop, the “Basic Approach to the Management and Utilization of Publicly Funded Research Data” has just been released in Japan.

The Japan Society for the Promotion of Science (hereinafter referred to as “JSPS”) has promoted open access to research papers in accordance with “The JSPS Policy for Implementing Open Access to Research Papers.” In view of the above, JSPS has established a basic policy on handling research data (hereinafter referred to as “the Policy”) aimed at encouraging persons who conduct JSPS-funded research activities to manage and use research data in an appropriate manner.

2. Definitions of Terms Used in the Policy

(1) Research Data

“Research Data” means any data generated in the course of research activities funded by JSPS that can be managed in electromagnetic form.

(2) Data Management Plan

A “Data Management Plan (DMP)” is a written document that establishes the policies for the storage, management, release, sharing, and utilization of research data.

(3) Managed Data

“Managed Data” means research data whose scope has been defined by the researcher in the Data Management Plan as subject to management and utilization in accordance with the standards of the institution with which the researcher is affiliated.

(4) Metadata

“Metadata” means data consisting of information describing the Managed Data.

(5) Data Sharing

The term “Data Sharing” is defined as the practice of making data accessible to users without imposing any restrictions or limitations. However, certain research data may require special consideration with respect to disclosure and may be exempt from data sharing.

3. Handling of Research Data

(1) Creating a DMP

Researchers in charge of research activities conducted with research funds granted by JSPS (hereinafter referred to as “Principal Investigators or others: PIs”) shall prepare DMPs as required for each program.

(2) Mandatory Elements to be Included in a DMP

The following sections describe the mandatory elements to be included in the DMPs. However, depending on the specifics of the individual programs, certain elements may be added or deleted as appropriate.

① Research Project Details:

Project year, project name, research project title, project number, and principal investigator name

② Data Details:

Name, summary, research field, disclosed or undisclosed, of the research data to be acquired or collected.

③ Data Storage and Management Details:

Policy for storage and management of research data, location of storage, location of release and delivery, creator, and custodian

(3) Metadata Assignment

Metadata shall be assigned to the managed data. Among the metadata elements that shall be associated with the managed data, the mandatory elements are listed in the Appendix. Other elements than those listed may be added as appropriate, depending on the characteristics of the program.

(4) Research Data Storage and Management

PIs must properly store and manage research data in accordance with the DMP.

(5) Publication of Research Data

In principle, research data used as evidence in research papers should be made publicly available. Other research data should also be disclosed to the extent possible. However, when determining whether to “open,” “share,” or “non-share / non-open,” it is essential to consider the specific characteristics of the research field and the institution that is managing the data.

(6) Important Points about Storing, Managing, and Disclosing Research Data

PIs may choose to non-open research data for reasons of prudence, including personal information, confidential corporate information, the novelty of the research, and the national security of Japan. Furthermore, in instances where the immediate release of research data may not be optimal for the purpose of maintaining industrial competitiveness or scientific advantages, PIs may establish an appropriate embargo (time limited non-publication) period, considering the balance between promoting data use and whether or not public disclosure is appropriate.

In addition, the management and use of research data must comply with relevant laws and regulations. It is also of paramount importance to ensure that the actual management and use of research data is consistent with national data protection laws and EU regulations on data handling, as well as international regulations and practices, such as the FAIR Principles, which are principles for data management.

4. Other Notes

(1) Research data handling tailored to the individual characteristics of programs

If, in addition to the Policy, there are provisions for handling research data in individual programs, those provisions should also be followed.

(2) Dissemination to PIs

The items to be included in the DMP for individual programs and the metadata items are to be made known to PIs in an appropriate manner, such as by being clearly stated in the guidelines for public calls for proposals.

Supplementary Provisions (October 23, 2023)

1. The Policy shall be effective as of October 23, 2023.
2. For programs other than those based on the Competitive Research Funding System, the Policy will apply to new proposals in and after FY2025.

APPENDIX

Basic Policy for the Handling of Research Data in JSPS Programs
JSPS Metadata Generic Elements

In accordance with the “Metadata Generic Elements in the Policy as of March 31, 2023” in the “Basic Approach to the Management and Utilization of Publicly Funded Research Data”

	Elements	Mandatory or Optional	Remarks
1	Funder	Mandatory	Type “JSPS”.
2	Funding stream code in Japan Grant Number	Optional	Codes for “Institution Code” and “Policy/Project Specification Code” under the Japan Grant Number
	Program name	Optional	Name of competitive research funding program
3	Japan Grant Number	Mandatory	Japan Grant Number assigned to each research fund
	Project name	Mandatory	Title of the research project under the Principal Investigator's purview (e.g., project title on the e-Rad system)
4	Data number	Mandatory	Japan Grant Number - Serial number of the project If necessary, add a branch number at the end of the data number to identify the data being managed.

5	Title	Mandatory	Avoid using names such as “conference materials,” “report materials,” or “measurement results” that do not provide sufficient information about the content.
6	Date (Issued / Updated)	Mandatory	Metadata publication/update dates
7	Description	Mandatory	Describe the content in a straightforward and substantive manner.
8	Research field	Mandatory	Describe the research field.
9	Data type	Mandatory	While the default option is “Data set,” alternative forms of data may be inputted according to the specific characteristics of the relevant data.
10	File size	Optional	List by category, such as less than 1 GB, 1 GB or more but less than 10 GB, 10 GB or more but less than 100 GB, 100 GB or more but less than 100 GB.
11	Policies for the use and provision of managed data	Mandatory	Describe specific terms and conditions, including information about the cost of the service (free or fee-based), licensing details, citation instructions, and any other pertinent information.
	Access right	Mandatory	Select from the following options: public/shared/non-shared/private/embargoed access.
	Available date	Mandatory	If embargoed access is selected: Enter the expected publication date.
12	Repository information	Mandatory	Provide a current repository description or a repository description after the end of the research period.
	Repository URL/ DOI link	Optional	Provide details, if there are any.

13	Creator name	Optional	Enter the name of the researcher who created the managed data
	Creator name identifier (e-Rad)	Optional	Enter the e-Rad researcher number of the creator of the managed data.
14	Hosting institution	Mandatory	<p>Institutions responsible for managing each individual data to be managed</p> <p>As a general rule, abbreviations of organization names are not permitted. Also include such terms as “Company Limited,” “National University Corporation,” and “General Incorporated Association,” etc.</p> <p>If the organization is registered in the Research Organization Registry (ROR),* which is a research organization identifier, enter the name of the organization where it is registered.</p> <p>*Retrievable from https://ror.org/</p>
	Hosting institution code	Optional	Specify the ROR ID, the code that identifies the organization as the hosting institution.
	Data manager	Mandatory	Name of the individual responsible for managing each managed data set within the hosting institution
	Data manager identifier (e-Rad)	Optional	<p>Not required if the data manager does not have an e-Rad researcher number.</p> <p>Required if the data manager has an e-Rad researcher number, unless he/she wishes to keep the number private.</p>
	Contact of data manager	Mandatory	The address, telephone number, and e-mail address of the institution with which the data manager is affiliated. Ensure that third parties interested in the managed data can always reach the data manager.
15	Remarks	Optional	