



SFB 754

SFB 754 Data Policy

This agreement is binding for all scientists within the SFB 754 and for all data collected during SFB 754 expeditions, models or experiments. All SFB 754 data are available for all scientists within the SFB 754 and have to be published as data publication by the end of the project, latest. The following regulations should provide transparency and free availability of the data among the scientists and at the same time protect the intellectual property rights of the author of the information. In the case of conflicts between SFB 754 scientists the SFB 754 speaker/board will intervene and make a decision.

Data input

The SFB 754 data policy regulates the data input for data collected within the SFB 754 into the data management Ocean Science Information System (OSIS) available on the internal SFB 754 website / data portal (www.sfb754.de -> "Intern").

1. Sampling
 - within 3 months, detailed meta information of the samples have to be entered into OSIS by the responsible scientist. The following information has to be provided: date and time of sampling, geo reference, type of sampling and contact person.
 - optional: time schedule expected for laboratory processing should be provided
2. Measurement, calibration or laboratory processing
 - within 6 months after sampling, data and methodological description have to be entered into OSIS by the responsible scientist
3. Model data
 - the following information should be made available in OSIS concurrent with publication of the model results: information about the model, source code, forcing, boundary conditions, initialization and contact person.
 - Results of models are not saved in OSIS. They should be made accessible using an OSIS data link.
4. Deliverables
 - creating deliverables in OSIS gives an overview of expected data and allows the reminder process via email.

Access

1. Access to meta information in OSIS
 - meta data are generally publicly available in OSIS, they are displayed on the public pages of the data management portal at GEOMAR.
2. Access to SFB754 data in OSIS
 - all SFB754 data provided in OSIS are protected and available to all SFB754 members with personal login. The access rights of members to the SFB754 data portal are regularly reviewed and updated in cooperation with the SFB754 coordination office. It is not allowed to pass on the login to third parties.
3. Graphics
 - Graphics created with support of the project graphics designer are under the copyright of SFB 754 and have to be passed on to the SFB754 for re-utilization after publication or latest 12 months after creation.

Moratorium

After data input within OSIS, data are subject of the following restrictions regarding usage:

1. free access for the SFB754 community for 3 years after origination in agreement with the responsible scientist (creator)
2. data publication of all datasets should be realised at latest 3 years after expeditions or experiments were completed. Exceptions of the 3-years regulation can be granted by the SFB 754 board on request of the person responsible for the data.
3. a reminder for data input and publication of data will monthly be sent by email when the deadline is met. After threefold reminder the SFB 754 speaker will be informed. This may have consequences for 'Restmittelvergabe' or other financial decisions.
4. samples inaced by the SFB 754 have to be analyted within 2 years unless there have been other regulations contracted. After that deadline they have to be given to other SFB 754 working groups for analysis.
5. after the end of the project the data have to be provided for publication by the responsible scientists.

Quality control

Responsibility for correctness of the data and the meta data lies with the author. As for printed publications, having gone through a review process, a "more-than-2-eyes principle" is recommended for data publications.

- universal data formats have to be defined and used:
 - WOCE Exchange format
 - netCDF
 - ASCII
- standard time and location units have to be defined and applied:
 - UTC time
 - decimal coordinate system (WGS84 coordinate system)
- standard quality flags have to be specified following the WOCE standard.
- precision & accuracy of the data has to be provided (if data allows).
- documentation of methods (when, where, how) has to be available.
- technical usability is provided by the data management team.
- the author guarantees usability with regard to contents.

Leaving the participating institution or the SFB 754

1. Leaving the participating institution
 - The data management team and the coordination has to be informed immediately after ascertainment of a person's leave. To enable further usage of the SFB754 portal an updated email address has to be provided by the leaving person.
2. Leaving the SFB754
 - The employee has to file all project related data into the Ocean Science Information System. Later usage of internal data from the project has to be approved by the project leader within SFB754.

General rules for using OSIS are given in the Terms of Use.