

Open Access Essentials for Unit/Project Managers

2016 is the year of Open Access implementation at IITA. As Unit/Project Managers, you are required to apply, respect and adhere to the Open Access (OA) policies of CGIAR, IITA and your project's donors.

Which OA Policy and regulations should my unit/project comply with?

IITA Unit/Project Managers should be aware that three different OA policies and regulations govern the publication of research outputs, and they must be able to recognize which one takes precedence over the others:

1. [CGIAR's Open Access and Data Management Policy](#);
2. [IITA's Data and Information Management Policy](#);
3. Your project donor's policy (e.g. [Gates Foundation](#), [USAID](#)).

As a rule, your project donor's policy supersedes the other OA policies. For example, in the case of embargo periods (see table below for CGIAR/IITA and Gates Foundation), if your donor's policy indicates a longer embargo period before OA publishing than IITA's or CGIAR's policy, then the policy with the shortest embargo period always applies.

This means that if USAID or the Gates Foundation require that scientific articles/books be published under OA at the latest 12 months after publication date, but CGIAR/IITA's policy requires publication at the latest 6 months after publication date, then CGIAR/IITA's policy takes precedence because it has the shortest embargo period.

What is an OA embargo period?

An embargo period is the maximum permitted time between date of completion and date of publication in OA repositories, during which a publisher could require the payment of a fee to gain access to the publication.

Types of information products	CGIAR/IITA's OA embargo periods (deposit schedule)	Gates Foundation
Peer-reviewed versions of journal articles, papers	Latest 6 months after publication date	In 2016: 12 months In 2017: immediately
Self-published journals, books, reports, etc.	Immediately	–
Reports, briefs, posters and other papers	2016 to Dec. 2018: latest 6 months after completion 2019 onwards: latest 3 months after completion	–
Externally/commercially published books and book chapters	Latest 6 months after completion	In 2016: 12 months In 2017: immediately
Data and databases	Latest 12 months after completion of data collection or appropriate project milestone, <u>or</u> 6 months after publication of information products underpinned by that data	In 2016: 12 months In 2017: immediately
Video, audio, photos, images	2016 to Dec. 2018: latest 6 months after completion 2019 onwards: latest 3 months after completion	–
Computer software/applications/code	2016 to Dec. 2018: latest 6 months after completion 2019 onwards: immediately upon completion	–
Metadata	Immediately	Immediately
Core/corporate governance documents for public consumption (e.g. financial reports, board agendas/minutes, annual reports, etc.)	Immediately	–

As a general rule, USAID-funded projects comply with IITA and CGIAR's OA embargo periods, unless otherwise specified in your project's Data Management Plan (DMP).




What are my OA responsibilities as Unit/Project Manager?

According to [IITA's Data and Information Management Policy](#), Unit/Project Managers must:

1. Ensure that DMPs addressing the management of data and information of their units/projects are developed and implemented in line with IITA's Data and Information Management Policy;
2. Encourage scientists to comply with embargo periods, and negotiate with publishers to retain their rights to deposit and share in OA repositories (see [CGIAR Guidance for Authors and Author's Addendum](#));
3. Encourage scientists to apply good practices when publishing data so that it's usable and fit for any purpose (e.g. tabular data in a CSV file with uniform data formatting, clear column labels, and descriptive documentation);
4. Ensure that OA training needs of staff and students are met, including new hires, so that they are aware of their responsibilities and obligations with regards to OA data and information management.

How does OA impact my unit/project?

- 1. Proposal stage:** allocate specific funds to pay publishers' consent to make peer-reviewed publications openly accessible. These Article Processing Charges (APCs) should be budgeted at approximately US\$3,500/publication.
- 2. Data Management Plans (DMPs):** DMPs have to be prepared directly after approval of the proposal, respecting IITA's Data and Information Management Policy and guidelines.
- 3. Licensing:** data and information products must be published under OA licenses. IITA's default licenses are:

For publications: This work is licensed under a Creative Commons Attribution 4.0 International License	
For photos and multimedia contents: This work is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License	
For computer software, applications and code: Released under the GNU General Public License	

NOTE: For use of any other license, a written request justifying the selection of a different license must be sent to the Knowledge Centre (Elsie Ezomo at e.ezomo@cgiar.org).

- 4. Peer-reviewed articles:** a post-print version of any article (also called Author's Accepted Manuscript – after peer review and subsequent revisions) must be submitted to the Knowledge Center immediately upon publication, with metadata, and indicating the applicable OA embargo period and the authors' ORCID identifiers (mandatory).
- 5. Performance Appraisal Review (PAR):** Unit/Project Managers should be aware that compliance with IITA's Data and Information Management Policy will impact authors' PAR beginning in 2017. Only publications that have been uploaded in IITA's designated repositories with the correct metadata will be taken into account in the PAR.

Which OA repositories does IITA use and whom do I contact?

Repository Name	Content to deposit	Contact person(s)	Email
CGSpace	Textual data (articles, papers, books, reports, briefs, etc.), metadata and link to photos, videos and audio files	Elsie Ezomo (Knowledge Center) Bosede Ayinla (CGSpace Content Manager) Kwasi Asiedu (Communication Office)	e.ezomo@cgiar.org b.ayinla@cgiar.org k.asiedu@cgiar.org
IITA's Flickr	Images, with link and metadata in CGSpace	Sade Oyedokun (Knowledge Center)	s.oyedokun@cgiar.org
IITA's YouTube	Movies and videos, with link and metadata in CGSpace	Bode Olooluwa (Communication Office) Kwasi Asiedu (Communication Office)	o.ololuwa@cgiar.org k.asiedu@cgiar.org
IITA's Slideshare	Presentation slides, with link and metadata in CGSpace	Kwasi Asiedu (Communication Office) Tunde Ajayi (Communication Office)	k.asiedu@cgiar.org t.ajayi@cgiar.org
GeoNode	Geospatial data	Michael Haertel (Geospatial Lab)	m.haertel@cgiar.org
CKAN (launch soon)	Research data	Martin Mueller (E-Research)	m.mueller@cgiar.org
Cassavabase	Crop, breeding management and genomic sequence data	Peteti Prasad	p.prasad@cgiar.org

Some donors require publications and data to be stored in their own repositories. In such cases, Unit/Project Managers must ensure that authors follow donor requirements and provide metadata and links to donors' repositories to the Knowledge Center.

I have a question, whom do I contact?

Topic	Resource person(s)	Email
OA budgets in proposals	Kristina Roing de Nowina (Proposal Development)	k.roingdenowina@cgiar.org
Data Management Plans (DMPs)	Martin Mueller (E-Research)	m.mueller@cgiar.org
Licensing and depositing articles, books, papers, reports, briefs, posters, photos, videos, slides	Elsie Ezomo (Knowledge Center) Bosede Ayinla (CGSpace Content Manager) Kwasi Asiedu (Communication Office)	e.ezomo@cgiar.org b.ayinla@cgiar.org k.asiedu@cgiar.org
Depositing geodata	Michael Haertel (Geospatial Lab)	m.haertel@cgiar.org
Depositing research data	Martin Mueller (E-Research)	m.mueller@cgiar.org
IITA OA implementation and metadata	Martin Mueller (E-Research)	m.mueller@cgiar.org
IITA & CGIAR OA Policy	Valerie Poire (Open Access Focal Point)	v.poire@cgiar.org
IITA IP Policy	Hilde Koper (Project Administration Office) Morenike Abu (Project Administration Office)	h.koper@cgiar.org mo.abu@cgiar.org
Gates Foundation OA Policy	Gates Foundation Project's Program Officer	openaccess@gatesfoundation.org
USAID Open Data Policy	USAID Project's Contract/Agreement Officer	opendata@usaid.gov