

Open Access Essentials for Unit/Project Managers

As Unit/Project Managers, you are required to apply, respect and adhere to the Open Access (OA) policies of IITA, CGIAR 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. [IITA's Data and Information Management Policy](#);
2. [CGIAR's Open Access and Data Management Policy](#);
3. Your project donor's policy (e.g. [Gates Foundation](#), [USAID](#)).
4. Search for other policies at [Sherpa Juliet](#)

As a rule, your project donor's policy supersedes the other OA policies. But in the case of embargo periods (see table below for IITA/CGIAR), 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.

For example, if USAID or the Gates Foundation require that scientific articles/books be published under OA at the latest 12 months after publication date, but IITA/CGIAR's policy requires publication at the latest 6 months after publication date, then IITA/CGIAR'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	IITA/CGIAR's OA embargo periods (deposit schedule)
Peer-reviewed versions of journal articles, papers	Latest 6 months after publication date
Self-published journals, books, reports, etc.	Immediately
Reports, briefs, posters and other papers	Latest 3 months after completion
Externally/commercially published books and book chapters	Latest 6 months after completion
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
Video, audio, photos, images	Latest 3 months after completion
Computer software/applications/code	Immediately upon completion
Metadata	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 Center (IITAKCPS@cgiar.org)

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 Management immediately upon publication, with metadata, and indicating the applicable OA embargo period and the authors' ORCID identifiers (mandatory).

4. **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
CKAN	Research data	Olatunbosun Obileye (<i>Institutional Data Manager</i>) Hafeez Adepoju (DM/Communication)	O.Obileye@cgiar.org H.adepoju@cgiar.org
Cassavabase	Crop, breeding management and genomic sequence data	Peteti Prasad	P.Prasad@cgiar.org
Yambase		Paterne Agre	P.Agre@cgiar.org
Musabase		Trushar Shah	Tm.Shah@cgiar.org
Genesys	Gene passport data	Marimagne Tchamba	M.Tchamba@cgiar.org
IITA's YouTube	Movies and videos, with link and metadata in CGSpace	Olumide Olaoluwa (<i>Communications Unit</i>)	O.Olaoluwa@cgiar.org
IITA's Flickr	Images, with link and metadata in CGSpace	Sade Oyedokun (<i>Communications Unit</i>)	s.oyedokun@cgiar.org
IITA's Slideshare	Presentation slides, with link and metadata in CGSpace	Bosede Ayinla (<i>CGSpace Content Manager</i>)	b.ayinla@cgiar.org
Aigaion	IITA's legacy repository for text dominated materials	Bosede Ayinla (<i>CGSpace Content Manager</i>)	b.ayinla@cgiar.org
DSpace	IITA's new repository for text dominated materials	Bosede Ayinla (<i>CGSpace Content Manager</i>)	b.ayinla@cgiar.org
CGSpace	Textual data (articles, papers, books, reports, briefs, etc.), metadata and link to photos, videos, and audio files	Olayemi Oluwasoga (<i>OA/OD Administrator</i>) Bosede Ayinla (<i>CGSpace Content Manager</i>)	O.Oluwasoga@cgiar.org B.ayinla@cgiar.org
GeoNode (upcoming)	Geospatial data	Tunrayo Alabi (<i>Geospatial Lab</i>)	t.alabi@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	Kayode Awobajo (Proposal Development)	K.Awobajo@cgiar.org
Data Management Plans (DMPs)	Olatunbosun Obileye (Data Management Unit)	O.Obileye@cgiar.org
Licensing and depositing articles, books, papers,	Olayemi Oluwasoga (Data Management Unit) Bosede Ayinla (CGSpace Content Manager)	O.Oluwasoga@cgiar.org B.Ayinla@cgiar.org

reports, briefs, posters, photos, videos, slides		
Depositing geodata	Tunrayo Alabi (Geospatial Lab)	t.alabi@cgiar.org
Depositing research data	Olatunbosun Obileye (Institutional Data Manager) Olayemi Oluwasoga (OA/OD Administrator) Hafeez Adepoju (Data Repository Officer)	O.Obileye@cgiar.org O.oluwasoga@cgiar.org H.adepoju@cgiar.org
Metadata	Olatunbosun Obileye (Data Management/Communication)	o.obileye@cgiar.org
IITA OA implementation	Olayemi Oluwasoga (OA/OD Administrator)	o.oluwasoga@cgiar.org
IITA OA Policy	Olayemi Oluwasoga (OA/OD Administrator)	o.oluwasoga@cgiar.org
IITA IP Policy	Kayode Awobajo (Project Administration Unit) Morenike Abu (Legal & Compliance Officer)	K.Awobajo@cgiar.org mo.abu@cgiar.org