Open Access Essentials for Researchers

What is Open Access?

Open Access (OA) is the free and immediate availability of online research outputs, providing quick and wide access to all.

As IITA researchers, you are one of the categories of staff that benefit most from the implementation of OA. With wider dissemination of your work, including greater recognition, more thorough review, consideration, and critique, OA will:

- Increase the visibility, readership, and impact of your work.
- Create new avenues for its discovery in a digital environment.
- Enhance interdisciplinary research.
- Accelerate the pace of research, discovery, and innovation.

Which OA Policy and regulations should you comply with?

Three different OA policies and regulations govern the publication of research outputs:

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 other OA policies.

What is an OA embargo period?

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

Which OA embargo period applies to which information product?

Type of information products	CGIAR/IITA'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	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
Data and databases *We are preparing a Data Management Guide to help staff learn about OA best practices and requirements.*	Latest **12 months** after completion of data collection or appropriate project milestone, **or** **6 months** after publication of information products underpinned by that data
Video, audio, photos, images	2016 to Dec 2018: Latest **6 months** after completion 2019 onwards: Latest **3 months** after completion
Computer software/applications/codes	2016 to Dec. 2018: Latest **6 months** after completion 2019 onwards: **Immediately** upon completion
Metadata	**Immediately**
Core/corporate governance documents for public consumption (e.g., financial reports, board agendas/minutes, annual reports, etc.)	**Immediately**

However, if your donor's policy indicates a longer embargo period before OA publishing than the policy of IITA or CGIAR, then **the policy with the shortest embargo period always applies.** See table for embargo periods for CGIAR/IITA and Gates Foundation.

What are my OA responsibilities as a researcher?

According to IITA's Data and Information Management Policy, researchers should:

1. Include cost and time implications of information and data storage and management in grant proposals.
2. Develop Data Management Plans (DMPs) that address the creation, management, storage, and publication of information and data, and the production of descriptive metadata.
3. Ensure that research information and data are deposited according to OA embargo periods (deposit schedules), and preserved in designated OA repositories (researchers should negotiate with publishers to retain their rights to deposit and share articles in OA repositories – see CGIAR Guidance for Authors and Author's Addendum).
4. Consult with the Data and Information Management Unit regarding good practices in research data management (Martin Mueller at m.mueller@cgiar.org).
5. Inform students, postdoctoral fellows, and visiting scientists of IITA's policy, and mentor them regarding good practices in information and data management.

How does OA impact my work?

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 and Information 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. **ORCID Identifier**: Get your ORCID identifier and include it when you submit publications and deposit them in IITA's repositories, apply for grants, and in any research workflow to ensure you get credit for your work.

4. **Peer-reviewed articles**: A **post-print version** of any article (also called Author's Accepted Manuscript – after peer review and subsequent revisions) should be submitted to the Knowledge Center immediately upon publication, with metadata, **indicating the applicable OA embargo period** and the **authors' ORCID identifiers** (highly recommended).

5. **Performance Appraisal Review** (PAR): Beginning 2017, only publications that have been uploaded in IITA's designated OA repositories with the correct metadata will be taken into account in researchers' PAR.

6. **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	![CC BY]
For photos and multimedia content: This work is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License	![CC BY NC SA]
For computer software, applications, and codes: Released under the GNU General Public License	![GPL V3]

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

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)	IITAKCPS@cgiar.org
IITA's Flickr	Images, with link and metadata in CGSpace	Sade Oyedokun (Communication Unit)	s.oyedokun@cgiar.org
IITA's YouTube	Movies and videos, with link and metadata in CGSpace	Bode Olaoluwa (Communication Unit) Kwasi Asiedu (Communication Unit)	o.olaoluwa@cgiar.org k.asiedu@cgiar.org
IITA's Slideshare	Presentation slides, with link and metadata in CGSpace	Tunde Ajayi (Communication Unit)	t.ajayi@cgiar.org
GeoNode	Geospatial data	Tunrayo Alabi (Geospatial Lab)	t.alabi@cgiar.org
CKAN	Research data	Olalekan Anifowoshe (DIMU Open Access)	CKAN@iita.org
Cassavabase Yambase Musabase (upcoming)	Crop, breeding management, and genomic sequence data	Peteti Prasad Afolabi Agbona To be announced	p.prasad@cgiar.org a.agbona@cgiar.org
Genesys	Gene passport data	Marimagne Tchamba (Genetic Resources Center)	m.tchamba@cgiar.org

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