

Research Data Management Regulations

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Chapter 1 General Provisions

Article 1 (Purpose) The purpose of this regulation is to stipulate matters regarding the collection, management, preservation, sharing, and utilization of research data acquired through research activities (including both data produced by the Institute and data provided from outside) at the Korea Institute of Geoscience and Mineral Resources (hereinafter referred to as the ‘KIGAM’).

Article 2 (Definition of terms) The meanings of terms used in these regulations are as follows.

1. “Research data” refers to factual data calculated through various experiments, observations, survey, and analyses of research projects and is essential for verification of research results, and is classified as follows. However, research notes, scientific paper drafts, future research plans, communications with colleagues, and physical materials are excluded, but metadata about physical materials such as drilling cores, rocks, and fossils are included in the research data.
 - a. Primary data: Data produced through various surveys, experiments, observations, measurements, and analyses of research projects, which are essential and objective factual data for reproducing research results.
 - b. Secondary data: Data produced through processing and analysis

based on primary data, including tables, images, graphs, models, various geological maps, geophysical anomaly maps, and geochemical maps.

- c. Digital conversion data: Data converted from existing analog data to digital form
 - d. Metadata: Data used to describe the data, such as the title of the data, the producer of the data, data production equipment and methods, data contents, acquisition area (location coordinates) and time, data format, data quality, etc.
 - e. External data: Data provided from outside in the form of paid • free of charge
- 2. “Data Management Plan (DMP)” refers to a document prepared and submitted along with the research plan when establishing a research plan for the collection, management, preservation, sharing and utilization of research data.
 - 3. “Geoscience Data Repository System (GDR) (hereinafter referred to as ‘GDR System’)” refers to a system that electronically performs tasks related to the collection, management, and preservation of research data. [〈Amended on November 15, 2022〉](#)
 - 4. “Geo Big Data Open Platform (hereinafter referred to as ‘Open Platform’)” refers to a system that electronically performs tasks related to the sharing and utilization of research data. [〈Newly established on November 15, 2022〉](#)

Article 3 (Basic Principles) ① All research data produced through research projects must be managed and preserved as important research assets of the KIGAM.

② Research data must provide clear and accessible data use licenses and production history information, and must comply with standards in related fields.

Article 4 (Scope of Application) ① The regulations apply to research data acquired by the KIGAM through research activities (including both data produced by the KIGAM and data provided from outside).

② The regulations apply to research data acquired by researchers, except in cases separately stipulated in relevant laws, individual research project regulations, KIGAM's regulations, agreements, etc., and research data provided externally shall be subject to the license and open policy of the relevant institution if such institution has this license and open policy.

Article 5 (Role of the institution) The research data produced through the research project is managed and preserved, and the following roles must be performed to bring about the basis for new discoveries through access and reuse.

1. Support for management and preservation of research data produced through research projects and establishment of an environment for public access
2. Selection of valuable data for opening and sharing
3. Establishing a management system, including securing experts and establishing a dedicated department to manage research data
4. Compliance with legal, ethical, and regulatory frameworks

Article 6 (Ownership) In principle, research data produced through research projects are owned by the KIGAM. However, if ownership of research data is specified in a separate law or research contract, this shall take precedence.

Chapter 2 Research Data Management Committee

Article 7 (Composition of the Research Data Management Committee) ①

“Research Data Management Committee (hereinafter referred to as

the ‘Committee’)” refers to a consultative group that deliberates matters related to the data management plan and the performance of research data-related tasks.

② The committee shall consist of up to 25 members, including the heads of each department, and the chairperson shall be the vice president of KIGAM.

③ Unless there are special reasons, the committee members are composed of the same members as the Research Affairs Council for the efficiency of deliberation of the data management plan and efficiency of data management.

Article 8 (Matters for deliberation) The committee deliberates on the following matters.

1. Matters related to basic policies and systems for research data management
2. Matters related to changes in data management plan
3. Matters related to preservation and disposal of research data
4. Matters regarding external sharing of research data
5. Other matters submitted for deliberation by the chairperson related to research data management

Article 9 (Committee Operation) ① A meeting shall be convened when there is a request from a majority of the members or when the chairperson deems it necessary.

② The committee decides with the attendance of a majority of registered members and the approval of a majority of members present. In case of a tie, the decision is made by the chairperson.

③ In order to handle the affairs of the committee, the head of the research data management department shall be appointed as secretary, and the secretary shall prepare and manage deliberation resolutions and meeting minutes summarizing the matters resolved by the

committee.

④ The chairperson may make a resolution in writing on matters deemed minor or urgent to resolve.

⑤ For matters resolved at the Research Affairs Council, the committee deliberation may be replaced by the results of the deliberation.

Chapter 3 Research Data Management Department

Article 10 (Designation and operation of research data management department) The president shall operate a research data management department to oversee and coordinate research data management and perform all tasks related to the collection, management, preservation, sharing, and utilization of research data. The department in charge of managing research data is the supervising department.

Article 11 (Main tasks of the research data management department) The research data management department performs the following tasks.

1. Establishment of basic policies and improvement of systems regarding research data management
2. Establishment and operation of a research data management system
3. Standardization, quality control, preservation, openness, research & development of utilization technology, and dissemination of research data
4. Operation of the Research Data Management Committee
5. Education and training, consultation, and technical support regarding research data management
6. Matters related to linkage, exchange, and cooperation with other organizations for research data management
7. Other matters necessary for research data management

Chapter 4 DMP

Article 12 (Purpose of creating a data management plan) The purpose of the data management plan is to plan in advance the types and acquisition methods of data to be produced during the research process and to efficiently manage the produced data.

Article 13 (Preparation and implementation of data management plan) ① Whether or not a research project is subject to data management plan preparation shall be reviewed by the Research Affairs Council in the case of basic projects, and research projects other than basic projects shall follow the regulations of the relevant project. [〈Amended on January 29, 2021〉](#)

② The research project manager subject to the data management plan must prepare the data management plan (Form No. 1 attached) and submit it to the project management department along with the research plan.

③ The Research Affairs Council must review whether the data management plan of the basic project has been appropriately prepared with the research data produced by the research project. [〈Amended on January 29, 2021〉](#)

④ The project management department must notify the research data management department of the data management plan of the approved research plan.

⑤ The project management department may reflect the data management plan implementation performance when evaluating the basic project, and the research data management department must provide the data management plan implementation performance to the project management department at the request of the project management department. [〈Amended on January 29, 2021〉](#)

Article 14 (Change in data management plan) ① The research data management department investigates matters related to changes in the data management plan between July and August of the relevant year and confirms the change in the plan through committee deliberation.

② The research data management department notifies the project management department and the research project manager of the results of changes to the data management plan.

Chapter 5 Registration and Management of Research Data

Article 15 (Registration of research data) ① In principle, researchers must check the quality and abnormality of research data within 30 days after obtaining the research data and register it in the GDR system with the approval of the research project manager. The final registration deadline is 15 days prior to the annual (final) evaluation.

② Research data must be registered in the GDR system in a machine-readable form, that is, in a state in which the individual contents or internal structure of the data can be confirmed, modified, converted, extracted, etc. using software.

③ The format of data files must follow published standards to the extent possible.

④ When registering research data, researchers must register, to the extent possible, documents necessary to understand the research data (readme files, technical and auxiliary documents, etc.) in addition to the data files.

⑤ Researchers must check matters restricting the opening of research data (personal information, need for confidentiality, protection of intellectual property rights and potential commercial value, etc.) before registering.

⑥ At the end of the research project, a list of research data acquired during the research project must be included in the appendix of the

final report.

⑦ The thesis data used in writing the thesis must be registered in the GDR system when registering the thesis performance. However, the thesis data subject to registration is limited to cases where the authors of the thesis are only employees of the research institute.

⑧ Research data that is not included in the data management plan but acquired during the course of conducting a research project or research data acquired from a project whose research project period has ended can also be registered in the GDR system.

⑨ Those scheduled to retire can participate in the basic projects of the research data management department from two years before the year of retirement, organize and standardize the research data produced while working at the research institute, register it in the GDR system and perform research data quality management tasks. <Newly established 2022.11.15.>

Article 16 (Management of research data) ① All research data shall be permanently preserved in principle, but if a reason for disposal or change in the retention period occurs, it shall be determined through committee deliberation.

② The research data management department must classify and manage access rights for each user and research data in order to safely manage, preserve, develop, and utilize research data, and establish and implement necessary measures.

③ In order to manage the quality of registered research data, the research data management department may request the principal investigator or registrant to modify or supplement research data, and the person receiving the request must comply with the request unless there are special reasons.

Chapter 6 Conditions for opening and using research data

Article 17 (Principle of Openness) ① According to Article 6, all research data owned by the KIGAM shall be opened as public goods through an open platform so that anyone can use it. <Amended on November 15, 2022>

② Notwithstanding paragraph 1, research projects and research data for which it is sufficiently recognized that there is a need for restrictions on opening may not be opened after deliberation by the committee.

③ When preparing a data management plan, the research project manager shall indicate whether or not the data will be open and submit it. If a reason for restriction occurs after registering the research data, specify the reason, obtain approval from the head of the department, and then submit an official request to the research data management department.

Article 18 (Embargo Period) ① All research data must be opened immediately upon registration. However, considering the reasonable time it takes for researchers to organize research data and publish findings, an embargo period can be set as follows.

1. Metadata

- a. Internally, it must be opened immediately on the date of registration.
- b. It must be opened to the public one full year from the date of registration.

2. Data file

- a. Internally, it must be opened two full years after the phase or final project completion date.
- b. It must be opened to the public fully two years after the phase or

final project completion date. However, it can be extended once within a period of two years.

② In the case of data files subject to public opening, the research data management department must notify the acquirer or registrant two months in advance of the opening date so that they can apply for an extension of the opening period when necessary.

Article 19 (Conditions of Use) ① Anyone who uses research data must inform of the contribution of the person who produced the research data, and unless otherwise specified in the research data license, the use of research data must be officially indicated using a citation.

② Anyone using research data must check the terms of use of the license if a license has been applied to the research data and comply with the terms of use, including specifying the author, source, etc.

Supplementary Provisions (December 27, 2019)

This regulation shall enter into force from the date of its promulgation.

Supplementary Provisions (January 29, 2021)

This regulation shall enter into force from the date of its promulgation.

Supplementary Provisions <November 15, 2022>

This regulation shall enter into force from the date of its promulgation.

<Form No. 1 attached>

DMP (Data Management Plan)

Project Title					
Research Period				Research Project Manager	
Open Status	Open/Close	Reasons	If closed, please write reasons		

1. Field Survey Data					
ID	Classification Code ¹⁾	Title ²⁾	Survey Method ³⁾		Producer ⁴⁾
1-1					
1-2					
2. Field exploration/measurement data					
ID	Classification Code	Title	Exploration Method		Producer
2-1					
2-2					
3. Sample and sample analysis data					
ID	Classification Code	Sample Name	Method of Analysis	Number of Sample	Producer
3-1					
3-2					
4. Geological thematic maps					
ID	Classification Code	Title	Scale		Producer
4-1					
4-2					
5. Lecture materials					
ID	Classification Code	Title of Education Course	Title		Producer
5-1					
5-2					
6. Literature/survey data					
ID	Classification Code	Title	Purpose of Survey		Producer
6-1					
6-2					
7. External data					
ID	Classification Code	Title	Organization		Producer
7-1					
7-2					
8. Other - unclassified data					
ID	Classification Code	Title	Contents		Producer
8-1					

1) Refer to the research data classification table (for data not in the classification table, enter the classification code corresponding to other categories) <Separate management>

2) Describe a title for the data (e.g. Mokpo Geological Survey Data)

3) Describe an approximate survey method and contents (including area, length, etc.)

4) Describe a list of one or more people who obtained the data