

CONCORDIA UNIVERSITY DATAVERSE POLICY

Effective Date: October 30, 2019

Supersedes/Amends Policy dated: –

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TERMS OF USE

Concordia's Dataverse is hosted by Ontario's Scholars Portal. Researchers who create an account and deposit their data must abide by Scholars Portal's [Terms of Use](#).

ELIGIBILITY

The use of Concordia's Dataverse is limited to current Concordia faculty, students and staff. Upon request, access will also be granted to external researchers who are working as part of research teams based at Concordia or that include Concordia faculty, under the condition that the research data created by that team is stored in Concordia's Dataverse.

CONTENT

Concordia's Dataverse will accept any type of research data defined as:

Data that are used as primary sources to support technical or scientific enquiry, research, scholarship, or artistic activity, and that are used as evidence in the research process and/or are commonly accepted in the research community as necessary to validate research findings and results. (CASRAI Dictionary. https://dictionary.casrai.org/Research_data)

However, Dataverse is not meant to handle massive datasets. Individual file upload is limited to 2.5 GB, although multiple files can be uploaded. If your data exceeds 10GB, please contact the Dataverse administrators (lib-research.data@concordia.ca).

Dataverse can host all kinds of file types but is best suited for numeric data or tabular files. Please consult the [Concordia Library research data management guide](#) for information on alternative repositories for very large datasets or for video and audio files.

INTELLECTUAL PROPERTY

Researchers should ensure that data deposits do not infringe upon the copyrights or other intellectual property rights, including, but not limited to patent, trademark, trade secret, copyright, right of publicity or other right of any third party.

Concordia University does not claim copyright over anything deposited in Dataverse.

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METADATA AND CATALOGUING

Researchers depositing in Dataverse give its administrators permission to catalogue, describe and disseminate metadata pertaining to the deposit. Metadata may be harvested by other dataverses, repositories and search engines.

PRESERVATION

Researchers allow Dataverse to migrate formats without changing the content, and to preserve backup copies for security and preservation.

ACCESS AND DISSEMINATION

Concordia Dataverse wants to promote the dissemination and sharing of research data. As such, data files are by default freely accessible via a [CC0 public domain dedication](#), though other Creative Commons licenses are also available. However, sensitive information that could allow for the identification of research subjects is not accepted. As per Scholars Portal's [Terms of Use](#):

“The User Submissions do not contain information that could directly or indirectly identify subject except where the release of such identifying information has no potential for constituting an unwarranted invasion of privacy and/or breach of confidentiality. And for all personally-identifiable information in the data at least one of following conditions applies:

This information has been previously released to the public;

- this information describes public figures, where the data relates to their public roles or other non-sensitive subjects;
- a sufficient length of time has passed since the collection of the information so that the data can be considered “historic”;
- all identified subjects have given explicit informed consent allowing the public release of the information in the dataset;
- all information was collected with an explicit statement concerning the public nature of the data, such as information collected for governmental regulatory purposes;
- or, for federal records (data created by a Canadian federal government agency or under a federal contract) only, all identified subjects are deceased and no federal statute explicitly restricts the release of the data”

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All data deposits should be made, and access to files given, in accordance to terms agreed upon when obtaining ethics approval from the [Concordia University Research Ethics Unit](#). Depositors should also abide by the Concordia University [Policy for the Ethical Review of Research Involving Humans \(VPRGS-3\)](#).

WITHDRAWAL

Once data is published in Dataverse, it should not normally be withdrawn. If there are circumstances that require withdrawal of an item, Concordia Dataverse administrators can be contacted at: lib-research.data@concordia.ca.

QUESTIONS OR COMMENTS

Questions or comments about this policy or its application should be addressed to the Dataverse administrators:

by email: lib-research.data@concordia.ca