

Open Access Essentials for Researchers

As IITA researchers, you are one of the highest impacted categories of staff by the implementation Open Access (OA). You will also benefit the most from it. 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 discovery in digital environment;
- Enhance interdisciplinary research;
- Accelerate the pace of research, discovery and innovation.

Which OA Policy and regulations should you comply with?

IITA researchers should be aware that three different OA policies and regulations govern the publication of their 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. However, 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.

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 <i>We are preparing a Data Management Guide to help staff learn about OA best practices and requirements.</i>	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	–




What are my OA responsibilities as researcher?

According to [IITA's Data and Information Management Policy](#), researchers must:

1. Include cost and time implications of information and data storage and management in grant proposals;
2. Develop Data Management Plans (DMP) 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) 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):** beginning in 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	
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).

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 (Communication Office)	s.oyedokun@cgiar.org
IITA's YouTube	Movies and videos, with link and metadata in CGSpace	Bode Olaoluwa (Communication Office) Kwasi Asiedu (Communication Office)	o.olaoluwa@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 Yambase (upcoming) Musabase (upcoming)	Crop, breeding management and genomic sequence data	Peteti Prasad Peteti Prasad Trushar Shah	p.prasad@cgiar.org p.prasad@cgiar.org tm.shah@cgiar.org
Genesys	Gene passport data	Marimagne Tchamba	m.tchamba@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.