

Good practice Open Access checklist including available support for researchers

Before project / research starts

Support: R&E provide advice on grant bids. Library Research Support Team (RST) provide advice on Open Access, DMPs and ORCID

- Write a Data Management Plan (DMP) using DMPonline or an existing example
- Identify requirements including storage and costs
- Understand any funder requirements for Open Access (OA) to publications and include costs in grant bids if allowed
- Create ORCID and add to Pure profile

During project / research

Support: R&E and Library RST provide Dropbox licence distribution. Library Research Support Team provide advice on managing active research data

- Update the DMP and carry out the DMP actions
- Store the research data in appropriate active storage eg College Dropbox for business account
- Describe the data using appropriate metadata
- Decide what data needs to be kept

End of project / research

Support: Library RST provide advice on using Figshare. Library RST provide full publisher OA policy compliance checking service including REF and RCUK OA compliance as well as managing the College's RCUK OA Article Processing Charge (APC) fund

- Obtain a DOI for supporting data by depositing data into College's Figshare repository or alternative data repository
- Create a metadata only record in College's Figshare repository if data is deposited into an alternative data repository
- Include a data access statement in publications
- Action any funder requirements for OA to publications
- Add the details of publications to Pure as soon as possible. Add a relation between the publications and relevant projects
- Add the author's accepted manuscript of journal articles to Pure within 3 months of the date of acceptance. Add the full date of acceptance



Research Support Team, Library Services working with Research and Enterprise throughout the research cycle to support researchers with research publications and data

<https://www.royalholloway.ac.uk/library/researchsupport/researchsupport.aspx>

Twitter https://twitter.com/OA_RHUL

Facebook <https://www.facebook.com/RHULOpenAccess/?ref=hl>

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