

## Policy on Open Access to Research Outputs

### Companion Guide

Policy reference	What do I do?
<p>This policy is framed by the University's Open Research Position Statement <b>(2.1.1)</b></p> <p>Authors of research outputs in scope of this policy are responsible for complying with any additional requirements specified by their funders <b>(2.1.2)</b></p> <p>Before providing Open Access to their research outputs, creators must respect copyright law, in line with the University's Copyright Policy <b>(2.1.3)</b></p> <p>In line with the University's IP Code, the creators of outputs within the scope of this policy are expected to declare any IP that is, or may be, commercially valuable IP to the Technology Transfer Office before publicly sharing/openly licensing their unpublished outputs <b>(2.1.4)</b></p>	<p>Become familiar with relevant University and funder policies.</p> <p><b>University policies</b> (other related policies are listed in the main policy document)</p> <p><a href="#">Open Research Position Statement</a> <a href="#">Copyright policy</a> <a href="#">Intellectual Property Code</a></p> <p><b>Funder policies</b></p> <p>Check your funder's policy and meet any requirements in addition to this policy.</p> <p><a href="#">DCC's overview of funder policies</a> <a href="#">UKRI Open Access Policy</a> <a href="#">REF Open Access Policy</a></p>
<p>The University supports Open Access through: (a) requiring researchers to deposit the final, peer-reviewed manuscripts accepted for publication after 1 April 2016 in the University's Open Access repository. (b) providing funds to cover the costs of Open Access publishing and negotiating publisher agreements that support compliance with funders <b>(2.2)</b></p>	<ol style="list-style-type: none"> <li>1. Deposit your journal articles and conference proceedings in the University's <a href="#">Open Access repository</a>, as soon as they are accepted for publication: <ul style="list-style-type: none"> <li>Upload your articles directly in the repository (<a href="#">here is how</a>)</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Send your articles on acceptance to <a href="mailto:sriopenaccess@surrey.ac.uk">sriopenaccess@surrey.ac.uk</a></li> </ul> </li> <li>2. Become familiar with the <a href="#">publisher agreements and processes related to publishing Open Access</a>.</li> </ol>
<p>Surrey postgraduate research students are required to deposit the final version of their thesis, as accepted by the examiners following final corrections, in the University's Open Access repository. Unless a reason to temporarily restrict (embargo) the thesis applies, Surrey theses are publicly available. <b>(2.3)</b></p>	<p><b>Postgraduate research students:</b></p> <ol style="list-style-type: none"> <li>1. Become familiar with the <a href="#">thesis submission guidelines</a>.</li> </ol> <p><b>If there are grounds to restrict (embargo) the thesis:</b></p> <ol style="list-style-type: none"> <li>2. Discuss well before submission with your supervisor, the Library and, if appropriate, the Technology Transfer Office.</li> <li>3. Complete and sign a thesis restriction form. This must also be signed by your supervisor and, if the restriction is on IP grounds, the Head of Technology Transfer.</li> </ol>
<p>Authors of <b>monographs and book chapters</b> must make them available on an Open Access basis if their funder requires this <b>(2.4.1)</b></p>	<ol style="list-style-type: none"> <li>1. Check if your funder requires Open Access to monographs and book chapters. <i>Note that the new UKRI policy requires Open Access to monographs from 2024.</i></li> </ol>



Policy reference	What do I do?
<p>Authors are strongly <b>encouraged</b>, wherever possible and appropriate to the discipline, to make the following outputs Open Access even when there is no requirement by their funder <b>(2.4.1 – 2.4.3)</b></p> <ul style="list-style-type: none"><li>• Monographs and book chapters.</li><li>• Research designs, protocols, lab notebooks, software and code<sup>1</sup>.</li><li>• Study pre-registrations.</li><li>• Early versions of journal articles (pre-prints).</li><li>• Any other outputs such as creative works, technical reports, conference slides, and public engagement lectures.</li></ul>	<p>2. For further guidance on what you can do to share your research outputs openly, take our <a href="#">Open Research module</a>. You can also see and see related <a href="#">guidance from the UK Reproducibility Network</a></p>
<p>Surrey-affiliated researchers are expected to make sure the University's Open Access repository holds the bibliographic records of all research outputs—including outputs produced previously while they were at another institution—from the latest REF period, regardless of whether the full text can be open access or not <b>(2.5.1)</b></p>	<p>1. Deposit your previous research outputs in the University's <a href="#">Open Access repository</a>, as soon as they are accepted for publication:</p> <p>Create records directly in the repository (<a href="#">here is how</a>)</p> <p><b>OR</b></p> <p>Send your publication lists to <a href="mailto:sriopenaccess@surrey.ac.uk">sriopenaccess@surrey.ac.uk</a>.</p>
<p>Surrey researchers are expected to create an ORCID: a unique researcher identifier which can be linked to their research outputs for greater discoverability and transparency <b>(2.5.2)</b></p>	<p>2. Visit <a href="https://openresearch.surrey.ac.uk/">https://openresearch.surrey.ac.uk/</a>. Click on the <b>RESEARCHER</b> tab on the top. On the top right corner, <b>Sign in</b> with your University account details. Once logged in, click on <b>Edit profile</b> (top left corner). Scroll down. Under <b>GLOBAL IDs</b>, click on <b>Register or Connect your ORCID ID</b>.</p>
<p>All outputs added to the University's Open Access repository that do not already have a Digital Object Identifier (DOI), including doctoral theses and research data sets, should be assigned a DOI <b>(2.5.3)</b></p>	<p>3. <a href="#">Contact us</a> for more information regarding DOIs to different research outputs.</p>

<sup>1</sup> Any outputs in addition to those required by the University's [Research Data Management policy](#).