



Open Research Action list

The purpose of this list is to recommend a suite of Open Research practices to you. The list includes actions expected by the University and funders; and key practices to make your research more open and discoverable. Many of the actions on this list, however, are not prescriptive: not all recommendations will apply to all research areas. Nor is the list exhaustive: use it as a guide to build and implement your own Open Research plan and to add your own ideas.

Visit <https://www.surrey.ac.uk/library/open-research>

Join the [Surrey Open Researcher Community](#) on Teams

Contact openresearch@surrey.ac.uk

REQUIRED ACTIONS

- ✓ Read the University's [Open Research Position Statement](#).
- ✓ Read the following policies and meet their requirements.
- ✓ Check your [funder's requirements](#) for open access, research data, and other outputs. Note, and comply with, any requirements additional to the ones above (e.g., to share software, make monographs open, or use specific repositories or licences).

[Policy on Open Access to Research Outputs](#)

- ✓ [Deposit the full text \(accepted version\)](#) of your publications in the University's open access repository.
- ✓ Use the options available to you for [publishing your article open access](#).
- ✓ When publishing a paper open access, apply a [Creative Commons Attribution \(CC BY\) licence](#).
- ✓ [Keep records of your older outputs](#) (at least up to the latest REF period) in the University's open access repository.
- ✓ Register or connect your existing ORCID¹ in the University's open access repository.
- ✓ Ensure that all your outputs added to the repository have an assigned DOI or are assigned a DOI via the repository.
- ✓ **PGR students:** [deposit the final version of your thesis](#) in the University's open access repository.

[Research Data Management Policy](#)

- ✓ Create a [Data Management Plan \(DMP\)](#) for research activities that will underpin publications.
- ✓ Make data supporting publications [as open as possible, as early as possible](#).
- ✓ Deposit your data into a [data repository](#) whenever possible. Register a record of your data with the [University repository](#).
- ✓ Research data that substantiates research findings or is of long-term value [should be preserved](#) for at least 10 years.
- ✓ Include a [data availability statement](#) with your publications.

¹ Visit <https://openresearch.surrey.ac.uk/>. Click on the **RESEARCHER tab** on the top. On the top right corner, **Sign in** with your University account details. Once logged in, click on **Edit profile** (top left corner). Scroll down. Under **GLOBAL IDs**, click on **Register or Connect your ORCID ID**.

KEY ACTIONS: AS CLOSED AS NECESSARY	KEY ACTIONS: DISCOVERABLE RESEARCH
<ul style="list-style-type: none"> ✓ Be aware of policies on copyright, intellectual property, data protection, ethics, export controls, information security and security-sensitive research, and any other considerations that may limit you in sharing your research. <p>When 'closed' can be avoided</p> <ul style="list-style-type: none"> ✓ Secure consent forms and collaboration agreements to share data. ✓ Consider transforming your data to make it more shareable. ✓ Get permission as early as possible to use copyrighted content in your thesis and other outputs. 	<ul style="list-style-type: none"> ✓ Document your research data, code, and other outputs to enable discovery, verification, and re-use. ✓ Optimise the title, abstract and keywords of your publications. ✓ Add the correct affiliation, in the recommended format², to your research outputs. ✓ Keep your ORCID profile up to date, linking to your outputs, grants, open research badge and other research activities.
FURTHER ACTIONS: VISIBLE RESEARCH	FURTHER ACTIONS: TRANSPARENT RESEARCH
<ul style="list-style-type: none"> ✓ Keep your staff profile up to date. ✓ Use Twitter and other social media (including academic social media) to promote your research. ✓ Write blogs, lay abstracts, or articles for the public. ✓ Contact Public Engagement for more ideas. 	<ul style="list-style-type: none"> ✓ Consider pre-registering your study or submitting a registered report. ✓ Explore ways to make your qualitative research more transparent. ✓ Look up pre-print options in your discipline. Where possible, share your pre-prints with a Creative Commons Attribution (CC BY) licence. ✓ Support open peer review for publications, pre-registrations and preprints.
FURTHER ACTIONS: RE-USABLE AND COLLABORATIVE RESEARCH	FURTHER ACTIONS: LINKING RESEARCH AND TEACHING
<ul style="list-style-type: none"> ✓ Share your data, software and code, lab notebooks and other outputs in open formats and under an open licence. ✓ Document datasets for public use by non-experts. ✓ Follow community standards to facilitate interoperability of datasets. ✓ In addition to software and code, consider open source options for your data analysis, hardware and humanities research. ✓ Consider Citizen Science projects. 	<ul style="list-style-type: none"> ✓ Explore open educational resources (OERs). ✓ Use research publications and open data to inform your teaching. ✓ Embed open practices into your teaching.

² The correct format is as follows: **Name | Department | Faculty | Institution | City | Country** Example: *Professor Max Lu, Department of Chemical and Process Engineering, Faculty of Engineering & Physical Sciences, University of Surrey, Guildford, United Kingdom.*