UNIVERSITY OF SURREY
Open Research

Open Research Handbook

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Open Research is a set of values and practices that seek to make research easily discoverable, transparent, publicly available and re-usable. The aim of Open Research is to foster a collaborative and inclusive research culture, to spur innovation, creativity and knowledge exchange, and where applicable, to support the reproducibility of research findings. If you conduct research, then using open practices will help increase the transparency, re-usability and discoverability of your research. Surrey's **Open Research Position Statement** articulates the University's continued commitment to an Open Research culture.

This handbook contains weblinks to the key University of Surrey Open Research resources.

Open Research Help

For help and enquiries, no matter how complex or niche, email **openresearch@surrey.ac.uk**

Surrey's Open Access Repository

Deposit your research outputs (including data and materials) in our **Open Access repository**, **or** send them to **openresearch@surrey.ac.uk**

Open Research Resources on the Website

Getting Started

- **Open Research landing page**
- **Why Open Research at Surrey?**
- **Getting started**
- **Open Research training**
- **Teams supporting Open Research**
- **The UK Reproducibility Network (UKRN)**

Open Access

- **Open Access**
- **Discovering and citing Open Access resources**
- **Preprints**

Research Data Management and Sharing

- **Managing and storing data**
- **Data management plans**
- **Open data**
- **Discoverable and visible research**

Engaging with Open Research

- **Open Research case studies**
- **Open Research news**
- **Open Research events**

More Transparent Research Practices

- **Reproducibility and replicability**
- **Preregistration and Registered Reports**
- **Open peer review**

Open Practices Supporting Research and Teaching

- **Copyright and licences**
- **Open educational resources**

Evidencing your Research and Innovation

- **Resources for Research and Innovation metrics**
- **Responsible use of Research and Innovation metrics**
- **Résumé for Researchers and Innovation (R4RI): Narrative CV**
- **Recognising contributions to Research & Innovation**
- **Authorship and contributorship**

Further Resources

- **Meeting funders' requirements**

❯ Surrey Open Research Training

- The **Open Research in Practice online module** introduces key Open Research concepts and practices. It encourages you to think of practices you can apply to your own research and to develop an Open Research plan. The module takes approximately 30 minutes to complete. At the end of the module, you will receive the Open Research training module badge

- Additional **Open Research training sessions** are run by the Library and are also available as part of the **Researcher Development Programme** at the Doctoral College. Sessions are also available on demand on a range of topics

- The **Open Research Checklist** summarises the essential actions you should take to meet funder and University requirements.

❯ Celebrating our Surrey Open Research Community

Surrey has a vibrant Open Research community and provides a number of ways for researchers to come together to discuss and learn about open and transparent research practices:

- **Meet the teams** who help to advance, support, and facilitate Open Research at Surrey, including the **Open Research Champions** that sit within in each department/faculty

- The University has a range of Open Research events, suitable for all levels of experience, occurring throughout the year. Examples include our Open Research and Transparency Showcase 2021 and **case studies**, and the **Inaugural Annual Open Research Lecture 2022**. Find out more on the **Open Research News** page

- Catch up on previous Surrey Open Research events our on **YouTube** channel

- **Surrey Open Research Working Group** (ORWG) is an action-oriented team of researchers and professional services. The group's central aim is to advance Open Research practice across the University. To keep up to date with ORWG actions, join the **Surrey Open Researcher Community** on Teams, where bullet points from each ORWG meeting are posted after each meeting

- Join **Surrey Open Researcher Teams channel** – a place to exchange ideas, news, and resources related to Open Research. Everyone is welcome

- Follow **Surrey Open Research X**.

❯ Policies and 'How to' Guides

Open Access

- **Open Access to Research Outputs Policy** and **Companion Guide**

- **Open Access options by journal**

- **Open Access publication flowchart**

- **Article Processing Charge (APC) charge request form**

- **Connect your ORCID to the repository**

Open Data

- **Research Data Management Policy** and **Companion Guide**

- **DMPOnline tool for writing data management plans**

- **Research Data Deposit Guide**

Further Resources

- **Open Research across Disciplines Guide**

- **Copyright Policy**

❯ Further Resources

- **Open Research Position Statement**

- **Open Research Strategic Goals and Action Plan 2019 – 2024**

- **Surrey Open Research questionnaire 2020**

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