

This is an unofficial translation of the NAOJ Regulations No. 6 of the National Astronomical Observatory of Japan, Guidelines for Handling the Management and Publication of Research Data of the National Astronomical Observatory of Japan, dated April 1, 2019. Only the original Japanese text of these regulations has legal effect, and this translation is to be used solely as reference material to aid in understanding the original Japanese version.

## Guidelines for Handling the Management and Publication of Research Data of the National Astronomical Observatory of Japan

### Article 1. Purpose

These Guidelines specify necessary matters concerning the appropriate management and publication of research data held by the National Astronomical Observatory of Japan or its Staff, etc.

### Article 2. Definitions

1. In these Guidelines, the term "Staff, etc." shall refer to the following persons:
  - (i) Staff as defined in Article 6 of the General Rules for Organization and Operation of the National Institutes of Natural Sciences, an Inter-University Research Institute Corporation (NINS General Rules No. 1 of 2004; hereinafter referred to as the "General Rules").
  - (ii) Joint Utilization Researchers as defined in Article 2, Paragraph 2 of the Joint Utilization Rules of the National Institutes of Natural Sciences, an Inter-University Research Institute Corporation (NINS Rules No. 51 of 2004).
2. In these Guidelines, the term "Research Data" shall refer to the following:
  - (i) Data obtained through observations using research facilities, equipment, or instruments for which the National Astronomical Observatory of Japan holds ownership or the right of use (hereinafter referred to as "Observational Data").
  - (ii) Data derived from the analysis and processing of Observational Data.
  - (iii) Data obtained through simulations using computers or similar means.
  - (iv) In addition to those specified in the preceding three items, data obtained by Staff, etc., in the course of conducting their research.
3. In these Guidelines, the term "Project Offices, etc." shall refer to the following:
  - (i) Divisions and Centers as defined in Paragraph 1, Article 20 of the General Rules, and Project Offices as defined in Paragraph 2 of the same Article.
  - (ii) Project Offices as defined in Article 5, Paragraph 1 of the Regulations on the Organization and Operation of the National Astronomical Observatory of Japan (NAOJ Regulations No. 1 of 2004), and Subproject offices as defined in Paragraph 2 of the same Article.

### Article 3. Management of Research Data

1. Staff, etc., shall not engage in the fabrication or falsification of research data.
2. Staff, etc., shall exercise due care to prevent the fabrication, falsification, or loss of research data.
3. The Director of the Project Office, etc., shall be responsible for taking necessary measures to prevent the fabrication, falsification, or loss of research data.

4. Responsibility for the management of research data held by the National Astronomical Observatory of Japan shall be borne by the person responsible for research ethics education as defined in Article 4, Paragraph 1 of the Rules Concerning the Handling of Misconduct in a Research Activity of the National Institutes of Natural Sciences, an Inter-University Research Institute Corporation (NINS Rules No. 74 of 2008).
5. Among research data, Observational Data specified in item (i) of Paragraph 2 of the preceding Article shall be maintained for regular use, and the retention period for data specified in items (ii) through (iv) of the same paragraph shall, in principle, be 10 years.
  - (i) Data listed in item (i): Indefinite
  - (ii) Data listed in items (ii) through (iv): 10 years in principle
6. Notwithstanding the provisions of item (i) of the preceding paragraph, the person responsible for research ethics education shall be able to dispose of the research data listed in said item after deliberation by the Executive Committee, when an opinion to that effect has been received from the Director of the Project Office, etc.

#### Article 4. Publication of Observational Data

1. As a general rule, Observational Data shall be made widely available to the public, provided that this shall not apply to data that is difficult to publish or data that is unsuitable for publication.
2. The method of publication shall be determined by the Director of the Project Office, etc., that acquired the Observational Data.

#### Supplementary Provision

These Guidelines shall come into effect as of April 1, 2015.

#### Supplementary Provision

These Guidelines shall come into effect as of September 4, 2015.

#### Supplementary Provision

These Guidelines shall come into effect as of April 1, 2016.

#### Supplementary Provision

These Guidelines shall come into effect as of January 1, 2017.

#### Supplementary Provision

These Guidelines shall come into effect as of April 1, 2019.