

FIJI NATIONAL UNIVERSITY- CMNHS FIPHR INSTITUTIONAL RESEARCH REPOSITORY

POLICY- DRAFT

1. Purpose

The Fiji National University, College of Medicine, Nursing & Health Sciences - Fiji Institute of Pacific Health Sciences, Fiji Institute of Pacific Health Research, **FNU - CMNHS FIPHR Institutional Research Repository** at "repository.fnu.ac.fj" collects, preserves, promotes and disseminates the research and scholarly outputs of the College of Medicine, Nursing and Health Sciences.

2. Scope

This Policy applies to all staff (including adjunct staff) and students undertaking research at CMNHS, either full-time or part-time and applies to scholarly research outputs. The Policy also applies to scholarly or research outputs co-authored by research students and staff. The Policy applies only to scholarly outputs that meet the definition of research.

Note: Research can be defined as the systematic investigation into and study of materials and sources to establish facts and reach new conclusions. Repository includes the outputs of the students and staff of College of Medicine, Nursing & Health Sciences and also the following organisations:

1. Pacific Community
2. Ministry of Health, Fiji

The Repository aims to:

- 2.1 Promote and make accessible research undertaken by both staff and students at CMNHS.
- 2.2 Enable CMNHS to effectively share its capability in research and education with regional and international partners and stakeholders.
- 2.3 Support the generation of new knowledge applied to solve and deliver on complex and pressing health problems nationally and regionally; and
- 2.4 Act as an archive enabling digital preservation of research undertaken at CMNHS.

3. Authorized contributors or depositors

CMNHS requires all staff and students engaged in research to make research outputs openly available and deposit the appropriate version of their research outputs into the institutional Repository within twelve months of publication to provide open access to their research. Contributors or depositors to the Repository must be staff and students of CMNHS to deposit their work in the Repository.

The Policy applies to:

- 3.1 CMNHS academic, comparable professional, technical, and research support staff;
- 3.2 CMNHS students enrolled at the University (especially Higher Degree by Research (HDR) candidates); and
- 3.3 CMNHS adjunct appointments.

4. Research Outputs

The following full-text research outputs must be made openly available where publisher permission can be obtained and deposited in the **FNU-CMNHS FIPHR Institutional Research Repository**:

1. Refereed journal articles;

2. Refereed conference papers; and
3. Digital theses submitted via the program coordinators and research office.

This Policy encourages CMNHS staff and students to make the following research outputs openly available via the CMNHS institutional repository, where publisher permission can be obtained:

1. Peer-reviewed journal articles;
2. Books and book chapters;
3. Non-traditional research outputs (such as working papers and reports);
4. Conference papers, chapters in proceedings (accepted version);
5. Research data descriptions and datasets;
6. Campus-based publications;
7. Audio and video recordings;
8. Scholarly, creative, research-related, or teaching resources may also be deposited; and
9. Student research projects.

5. Deposits into the FNU-CMNHS FIPHR Institutional Research Repository

The following considerations will apply for all items deposited into the **FNU-CMNHS FIPHR Institutional Research Repository**: -

- 5.1 All research and scholarly outputs collected and stored in the **FNU-CMNHS FIPHR Institutional Research Repository** will not be altered except as permitted or required to;
- 5.2 All research and scholarly items collected and stored can be reproduced, electronically communicated, and distributed for free and non-commercial use; and
- 5.3 All concerned deposit handlers will ensure copyright compliance is achieved at all times.

6. Submission Procedure

6.1 Submission policy statement

The submission process standards for depositing publications by the staff and students must be in compliance with the submission procedure and must be made openly accessible online. Any eligible depositors specified as authorized contributors or depositors, or other University staff depositing on behalf of the delegated agents of CMNHS/FIPHR, may deposit items. Depositors that are eligible must submit bibliographic metadata for all of their publications accompanied with the full text files.

The administrator only vets items for the eligibility of authors/depositors, relevance to the scope of CMNHS FIPHR Research Repository's, copyright permissions, validity of layout and format with complete metadata components for deposited items. The validity and authenticity of the content of submissions is the sole responsibility of the depositor. Items can be deposited at any time, but they will not be made publicly visible until any embargo periods imposed by publishers or funders have elapsed. Authors whose material is deposited will be solely responsible for any copyright Violation.

7. Unacceptable materials

This Policy does not apply to:

- 7.1 The confidential or intellectual property of any third party, or cultural, or commercialization-sensitive information;
- 7.2 Controversial or deceptive information; and
- 7.3 Defamatory information

8. Full-text/Full-data items

Items deposited into the Repository will bear the following considerations: -

8.1 All formats can be deposited, but contributors and depositors should consider depositing their items in formats that are searchable, open, sustainable, and widely used in their fields. For preservation purposes, the following formats are recommended;

1. Textual: PDF, TXT, HTML, XML, CSV
2. Images: JPEG
3. Database/Spreadsheet: CSV, XML
4. Audio /Video

8.2 The only completed version of content will be accepted for the Repository; and

8.3 Content deposited in the Repository must be in digital format.

9. Metadata

Metadata may be submitted to the Repository as follows: -

9.1 A deposit will only be successful when complete metadata is provided;

9.2 Repository metadata is accessible free of charge; and

9.3 The metadata shall not be re-used in any medium for commercial purposes without formal permission.

10. Access to deposits

10.1 Users accessing deposited items will need to observe the following: -

10.1.1 The repository metadata and outputs in the Repository are openly accessible to users except for the student's research projects and materials that publishing houses have not published. Unless a student permits to have their output in full view, all students' research projects will only have their abstracts viewable to the public. The full-text affiliations of the output of the items will be provided at the discretion of the repository administrator;

10.1.2 The users may contact the Data repository Officer at eprint-cmnhs@fnu.ac.fj for further queries.

11. Preservation

Materials will remain in **FNU - CMNHS FIPHR Institutional Research Repository** for life, with a commitment to preserving repository content to support continued accessibility as is possible.

11.1 Users must willingly grant permission to **FNU - CMNHS FIPHR Institutional Research Repository Team** to preserve and make it accessible to other repository users; and

11.2 Secured backup and storage for the repository metadata will be provided.

12. Withdrawal

Materials will generally not be withdrawn from the Repository. They may be removed only for exceptional circumstances upon consultation and approval from the Director FIPHR due to any or more of the following:

- 12.1 There has been a violation of the University's code of conduct;
 - 12.1.1 Copyright violation- Any copyright violations are entirely the responsibility of the authors/depositors, and any such violation gives the right to **FNU - CMNHS FIPHR Institutional Research Repository Team** to remove the material from the Repository;
 - 12.1.2 An incident involving Plagiarism has been raised, and the integrity of the University has to be protected;
 - 12.1.3 At the Depositors or author's written request;
 - 12.1.4 In cases of errata and where a necessarily updated version of the material may be submitted; and
 - 12.1.5 The metadata record will be maintained but removed from public view and will not be searchable.

13. Ownership of Copyright and intellectual property

- 13.1 The owner of the research must be consulted and give prior consent before it's deposited;
- 13.2 The User depositing the content must hold the right to deposit and copyright of the deposited material; or
- 13.3 Have permission from the publisher of a copyrighted publication to deposit their work. Works that have been formally published elsewhere in open access format automatically qualify for deposit.
- 13.4 The deposited work by the User gives the non-exclusive right to the **FNU - CMNHS FIPHR Institutional Research Repository** team to preserve and disseminate the content that may be preserved in a different format to guarantee future accessibility and user-friendliness;
- 13.5 The University asserts ownership of all intellectual Property Rights for any research undertaken by staff (including adjunct staff) and students that is University funded/ sponsored or generated by any University research projects either full-time part-time, to deposit their work on the **FNU - CMNHS FIPHR Institutional Research Repository** automatically.

Research Office has the following funding schemes;

- 1. Seed Grant Funding Scheme (\$10,000)
- 2. Industry Collaborative Funding Scheme (\$25,000)
- 3. Research Preparatory Funding Scheme (\$1,000)
- 4. International Visiting Fellowship Funding Scheme (\$10,000)

- 13.6 Depositors depositing their work do not transfer copyright to the Fiji National University and retain the copyright for all unpublished works deposited in the Repository.

14. Roles and Responsibilities

Roles	Responsibilities
FIPHR Data Repository Officer	To support, maintain and coordinate the development of the Data Repository and its associated role that fulfils the objective of FIPHR by collecting, creating, and managing all the necessary metadata and scholarly or research outputs co-authored by research students and staff discovery and preservation.
CMNHS Students	Providing and depositing an appropriate version of their research outputs into the institutional Repository or providing the appropriate version to FIPHR to upload.
CMNHS Academic Staff	Providing and depositing the appropriate version of their research outputs into the institutional Repository within twelve months of publication to provide open access to their research.
CMNHS Professional Researchers/ Adjunct Appointments affiliated with CMNHS Research Department	Providing and depositing the appropriate version of their research outputs into the institutional Repository or providing the appropriate version of their manuscripts to FIPHR to be made available for the data repository.
CMNHS Research Office	Provide regular research outputs listings submitted by staff and students to FIPHR.

15. Policy Review

In keeping with the dynamic nature of information communication in the scholarly environment, the **Fiji Institute of Pacific Health Research** department shall facilitate the review of this Policy from time to time for the development of this Policy. This review shall ensure the Policy remains relevant and addresses the university community's needs.