

for Responsible Research

# Research Data Preservation

**February 2025**

Kyoto University Research Integrity Committee

The primary aim of this pamphlet is to provide faculty members, researchers, and graduate school students with a clear understanding of research data preservation. Please note that the pamphlet may contain terms and expressions that differ from those in the guidelines and rules produced by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) and Kyoto University. For details, please refer to the URLs listed within the pamphlet.

In order to promote responsible research, Kyoto University (KU) preserves and discloses research data in accordance with the Guidelines for Responding to Misconduct in Research, issued by the Ministry of Education, Culture, Sports, Science and Technology (“MEXT”).

[https://www.mext.go.jp/a\\_menu/jinzai/fusei/\\_icsFiles/afieldfile/2015/07/13/1359618\\_01.pdf](https://www.mext.go.jp/a_menu/jinzai/fusei/_icsFiles/afieldfile/2015/07/13/1359618_01.pdf)



## What happens if you do not preserve research data?

There is a risk that, if you are subject to an allegation of research misconduct, you will not be able to defend yourself using the actual evidence that you should have preserved, **and you will be found guilty of misconduct. If actual misconduct is then found, the faculty, staff, and students involved will be subject to harsh disciplinary measures and penalties.**

You must conscientiously record and organize your research data as part of the daily process of conducting research. If you do not, you may be found, albeit unintentionally, guilty of research misconduct.

## What is the “research data” that must be preserved?

**Research materials that form the basis of any presented research outcome (documents, numerical data, videotapes, etc.)** must all be preserved.

Such materials include printed or handwritten documents (laboratory notebooks, field notebooks, etc.), digital items (numerical data, text files, spreadsheets, software, etc.), and physical objects such as audiotapes, videotapes, photographs, etc., as well as experimental apparatus.

## How long should research data be preserved?

**At least 10 years** after the presentation of the research outcomes.

### ◆ Regulations for the Promotion of Research Integrity, etc., at Kyoto University

<https://www.kyoto-u.ac.jp/sites/default/files/inline-files/210329-Regulations-on-Promoting-Research-Integrity-f655a49971153efa7c4d3f2980aa2970.pdf>



### ◆ Matters Ruled for the Preservation and Disclosure of Research Data as Defined in Article 7-2 of the Regulations regarding the Promotion of Research Integrity, etc., of Kyoto University

[https://www.kyoto-u.ac.jp/sites/default/files/embed/enresearchresearch-compliance-ethicsresearch-integrity-rules-reportingdocumentsresearch\\_data\\_en150730.pdf](https://www.kyoto-u.ac.jp/sites/default/files/embed/enresearchresearch-compliance-ethicsresearch-integrity-rules-reportingdocumentsresearch_data_en150730.pdf)



## What are the obligations of researchers?

The obligations of executives, faculty and staff members, students, and any other individuals who engage in research activities at KU (“researchers”) regarding the preservation and disclosure of research data are as follows:

1. Researchers must preserve research data in a form which they can disclose, respond to inquiries about, and use to verify the research materials, and the data must not be modified.
2. If research papers fall under suspicion, researchers shall disclose their preserved research data.
3. This shall also apply to cases in which the researchers are no longer engaged in research activities at KU due to resignation, graduation, or completion of an academic course, etc.
4. Researchers, when no longer engaged in research activities at KU, shall report the location in which their research data is stored to their supervisors/instructors (“instructors”), so that KU can trace it.

## What are the obligations of laboratory chiefs, principal investigators of research projects, and faculty members who instruct students?

The obligations of “instructors” regarding the preservation and disclosure of research data are as follows:

1. Instructors shall formulate a preservation plan that includes the preservation period for the research data. The plan shall be based on criteria provided by the government or relevant academic bodies, and in consideration of the nature, etc., of the research field. The plan must be shown to the researchers whom they supervise or instruct.
2. In the case of setting a preservation period shorter than 10 years under special circumstances, instructors shall report this to the head of the relevant department. In such cases, instructors shall be held accountable for the preservation plan.
3. Instructors shall maintain the facilities for ensuring that all research data is properly preserved.
4. Instructors shall instruct researchers whom they supervise not only to observe the preservation period, but to preserve the research data for as long as possible, even after the required preservation period. They shall also instruct researchers that they are expected to be accountable for their published research outcomes.
5. If you are unsure about something, do not make a judgement by yourself --consult with the person in charge of the department.





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