

Data Policy (2015 Feb)

Guidelines

The data policy is designed to promote fair and ethical use of BBSO data, balancing the interests of the instrument PIs and science PIs with the desire for rapid publication and open access. See the APS Guidelines for Professional Conduct at http://www.aps.org/policy/statements/02_2.cfm. The essential elements of the data policy are (i) exclusive use of the data from commissioned instruments for the science PI, for a limited period of time (termed the embargo period), after which the data are in the public domain, (ii) uniform means of access for all PIs to their data, in a way that implements and enforces the embargo period, (iii) declaration of science goals in requests for observing time, and when making data requests for open data (after the embargo period), to promote sharing the data, and (iv) a spirit of collaboration and cooperation in sharing open data.

Definitions

PI: For the purposes of this document, the term PI refers to the proposal team, which may consist of an individual PI, or a PI and Co-Is named in the proposal. Co-Is have the same data-access rights as the PI, although of course the PI and Co-Is are expected to coordinate their efforts.

BBSO/CSTR scientist: For the purposes of this document, the term BBSO/CSTR scientist refers to the scientific staff residing at BBSO, scientists and students in NJIT's Center for Solar-Terrestrial Research, our partner institutions.

Policy Regarding Instruments

Instruments under development, or undergoing commissioning, have a different data policy for the purpose of ensuring data quality. Instruments may be commissioned for use in some modes, but remain in commissioning status for other modes. The commissioning status of every instrument and/or instrument mode must be clearly stated. The instrument PI has the authority to determine when commissioning is complete, with the concurrence of the TAC (Time Allocation Committee). Once an instrument is declared complete, the instrument PI is expected to publish a first-author instrumentation paper, and relinquishes any special priority to the use of the instrument or its data. However, instrument PIs deserve full credit for their contributions. They should be fully acknowledged in any publications or presentations, and consulted as to whether co-authorship is appropriate.

Internal Data Policy and Procedure for PIs

The TAC assigns telescope time to a PI (whether for observing, instrument testing, or maintenance) in response to a formal proposal that clearly states the scientific or technical goals, or maintenance needs. The PI has sole authority for any non-public data for an embargo period of 9 months from the date of telescope use. If the PI is a PhD student, who is using the data for a PhD thesis, the embargo period may be extended up to 18 months for the specific science project proposed. A request to extend the embargo period for a student must be stated in the observing proposal.

After the data are processed, the PI uses his/her unique identifier to access the data, which will be copied from the archive system to a password-protected area for download. Once downloaded, the PI is free to share the data with any scientist (internal or external) that the PI thinks will benefit his/her research during the embargo period. Information about the PI's identity and proposed science goals will remain permanently with the data set. If the science goals change during the embargo period,

the PI should update the science description record. The PI is also requested to enter information about any subsequent publications.

A non-PI scientist who desires to work with embargoed data must contact the PI for permission. The PI is encouraged to enter into a collaboration or sharing agreement, but this is not required. After the embargo period, the data are in the public domain. However, when a data request is made after the embargo period, the identity of the original PI, science goals, and publications, if any, will be presented to the new requester, who will be encouraged but not required to contact the original PI to discuss possible collaboration. A request for data opened after the embargo period is ended does not imply any exclusive right to the data.

If an embargoed observing period involves observations with a still commissioning instrument, the PI and instrument PI must come to a mutually agreeable way to use the data from that instrument to ensure scientific accuracy. The instrument PI has the right to deny use of the data, with the concurrence of the TAC, but has no authority over data from other, commissioned instruments.

External Data Policy

All Broadband Filter Images (BFI, TiO band, photosphere) and Visible Imaging Spectrometer (VIS) H-alpha center-line data are public domain with no embargo period. Use of such data in publications should acknowledge BBSO and NJIT.

All certified science data (not test or maintenance data) taken with commissioned instruments by any PI become publicly available after the 9-month embargo period, although the data request form should impose sensible limits (TBD) on data volume.

To obtain data all users should use the [online data request form](#):

External PIs (for 2015)

The TAC will determine the limited period of time available for outside observing proposals. Such proposals must include a BBSO/CSTR scientist as internal Co-I, and must pass the same acceptance criteria as for any proposal.