



THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES

SEISMIC RESEARCH UNIT

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SRC RESEARCH AND DATA POLICY

This document describes the policy for collaboration between the Seismic Research Centre (SRC) staff and visiting scientists, and includes a protocol for data sharing.

Categories of scientific workers

There are considered to be three categories of scientific workers associated with SRC.

1. SRC staff: Those workers under contract or permanent employees of the University of the West Indies who have been recruited specifically to work at the SRC.
2. UWI Students: These are students registered with the University of the West Indies and who are working on projects directly under the supervision of a member of SRC staff.
3. External researchers: Researchers (including visiting students) who visit SRC to work on SRC data in collaboration with SRC staff or generate their own data with their own equipment.

Categories of data

There are two types of data collected.

1. SRC data: Data that have been collected at or by SRC (i.e. at its headquarters in Trinidad or in one of the islands for which it has responsibility) using SRC equipment. These data are copyright to SRC.
2. Non-SRC data: Data that have been collected by external researchers with equipment supplied by the external researcher. These data are owned by the external researchers.

Any researchers wishing to use SRC data must contact the Director of the SRC prior to its use. Data ownership must be agreed before the start of a project, so that misunderstandings do not occur during the course of the project or upon its completion.

Collaboration

- Collaboration with external scientists is encouraged at SRC. The Centre recognises that SRC scientific staff may not be always able to comprehensively work on all the data acquired by SRC, and that greater understanding of the earthquake and volcanic processes is aided by collaborative research. However, any collaboration should not impinge detrimentally on the monitoring program operated by the Centre.
- Any visiting scientist should read the “*Professional conduct of scientists during volcanic crises*” by the IAVCEI Subcommittee for Crises Protocols” published in Bulletin of

Volcanology volume 60, pages 323-334 (1999). External researchers who visit the SRC should also abide by the following specific points.

- Scientists carrying out fieldwork must adhere to the SRC “*Safety and emergency procedures*” at all times.
- All scientists working on any matter whose results may have a direct impact on the assessment of hazard and risk associated with geologic phenomena monitored by the SRC should ensure that results are made available to the SRC in a timely manner.
- The SRC should be made privy to opinions expressed by external researchers about geologic hazards monitored by the SRC. This should be done at SRC staff meetings or directly with the Director who will then pass on the information to other staff.
- Scientists are not expected to express differences of opinion directly to the media or any member of the public. The SRC staff meeting is the proper forum for such differences to be expressed.
- Scientists working with the SRC on collaborative research projects are expected to provide on-going summaries of their work to SRC scientific staff, and keep SRC staff informed at all times of any changes in project objectives and personnel.
- Public access to scientific data collected during collaborative projects must be made available within 3 year(s) of collection of the data. Exclusive rights to interpreting this data remain with the collaborators during this period.
- External researchers should appreciate that the pressures on the SRC staff may mean that collaboration may not always be as fast as they would like. The SRC has to provide accurate and up-to-date information about earthquakes and volcanic activity in the Eastern Caribbean and this is always the first priority for SRC staff. External researchers should understand about these priorities. Equally, it is the responsibility of SRC staff to inform external scientists of any delays in delivery of data or work on specific projects.

Proposals for collaborative research

- Scientists, who are considering research projects in the territories for which the SRC is responsible (i.e. Antigua & Barbuda, St. Kitts & Nevis, Dominica, St. Lucia, St. Vincent, Grenada, Trinidad & Tobago) and who require any support from the SRC, are requested to make a formal proposal to the Director for consideration and support. Such requests should be brief and should indicate the following information:
 - the *purpose* of the project;
 - the *extent* to which collaboration with SRC staff is anticipated;
 - any *request* for logistical support;
 - a list of which SRC data are required to do the work;
 - likely timescales for the completion of the project;
 - potential titles and authorships of scientific papers.
- Normally, proposals should include an SRC scientist as a direct collaborator, who should be involved at all stages of the proposal and subsequent project.

- External scientists are encouraged to travel to Trinidad to collaborate directly with SRC staff. This develops the links between the external researcher and SRC and helps to build capacity and long-term sustainability of projects.
- Proposals will be considered by the Research and Publications Committee of the SRC in consultation with the Director and other scientific staff. The assessment of the proposals will be based on the benefits to SRC, the costs of any logistical support required, the benefits to geoscience in general, and minimising any overlap with other concurrent projects. Clearly, it is not advantageous for work on two similar projects to be ongoing.
- The researcher will then be notified within 2 months of submitting the proposal whether it is to be supported by SRC.

Release of SRC data

- SRC data are copyright UWI. Any use of SRC data must be with the authorisation of the SRC Director. If data are used without this authorisation, this use is a contravention of copyright, and is therefore illegal.
- Any request for SRC data should be made to the SRC Director in the first instance. S/he may then consult with other SRC scientists on the merits of the request.
- Data requests must be made with specific projects proposals. If data are supplied in conjunction with a specific project, they **MUST NOT** be used for other projects. Any developments on new projects must first be cleared through the SRC Director.
- SRC data **MUST NOT** be passed onto a third party without prior authorisation from the SRC Director.
- If a data request is authorised, a data license will be issued outlining the proposed use of the data. SRC data will be provided to the external researcher by whichever means is best suited for the process. This may be on CD, by FTP, data tape etc.
- SRC staff will have exclusive rights to interpreting scientific data within 3 year(s) of the collection of the data.
- SRC data may be put on general release to the scientific community after a set time period. The duration of this time period is at the discretion of the SRC Director, and will vary between datasets.

Memorandum of Understanding

If a research project is approved, a Memorandum of Understanding (MoU) will be drawn up between SRC and the host institution of the researcher. This will outline the areas of scientific co-operation between SRC and the external scientists, and should be signed by the SRC Director and the external scientist or their designated representative. The MoU will normally be for a period of between 1 and 3 years.

Progress reports

- All external researchers should make regular progress reports (at least quarterly) to the SRC Director and collaborating SRC staff on the progress of their projects.

- A progress report need only consist of an email outlining work to date with any publications planned for the next quarter.
- Any major changes in project direction and collaborators should be notified to the SRC Director and collaborating SRC staff as soon as possible, and at least within 2 months.

Publications

- Publication of work undertaken by external scientists requiring SRC logistical support should suitably acknowledge any SRC support.
- Publications of work undertaken by external scientists using SRC data should include on authorship lists SRC staff who have provided data and/or worked on the collaboration.
- Authors on scientific papers or abstracts should be given adequate notice of intention to publish, so that comments can be made on the content of papers. A period of 2 months before submission of a paper is recommended; a period of 1 month is recommended for abstracts for conferences. Equally comments should be returned to the main author within a reasonable time period, for example, 1 month for substantial papers and 2 weeks for abstracts. However, external scientists should understand the pressures on monitoring scientists in the event of an increase in seismic or volcanic activity. SRC staff should inform external scientists of any potential delay in responding, and vice versa.
- Where appropriate, the SRC address should be used for SRC staff contributing to publications.
- Abstracts by any SRC staff or external researchers should be lodged with the SRC along with details of poster or oral presentations associated with the abstract.
- No SRC staff member should contribute to or write press articles without referral to the Director. It is requested that external researchers follow the same procedure, especially where the article deals with monitoring issues that could impact upon the work of SRC.

General

- Any dispute over publication of research undertaken by SRC scientists or utilising data generated at the SRC using SRC equipment should be resolved by the Director.
- A list of external researchers and areas of interest will be maintained by the SRC.