



## **Guidelines for handling research data at the Leibniz Institute for Farm Animal Biology (FBN) (FBN Research Data Policy)**

### **Preamble**

Research data are data, which are generated and/or collected during scientific activities and help in the scientific process of cognition and document it.

The responsible use of these data is essential for the comprehensibility of research, future research and the dissemination of scientific knowledge.

The Leibniz Institute for Farm Animal Biology (FBN) supports its employees in implementing the following guidelines:

### **Guidelines**

1. All researchers of the FBN are obliged to store their research data securely, to prepare and to document them adequately and to store them for the long term. The project management is responsible for the implementation of this guideline.
2. The researchers of the FBN prepare the research data generated during their scientific activity according to the subject-specific standards and in compliance with the rules of good scientific practice and the applicable law. They document their research as well as the tools and methods used, by means of lab books and data management plans and other appropriate procedures respectively.
3. The FBN advises the scientists in the context of quality management and scientific documentation on all issues of research data management and provides the regulations for handling research data in the form of process descriptions, work instructions, checklists, forms, etc.
4. The FBN provides the infrastructure for the storage of research data. This will ensure adequate storage, backup and regulated availability of analog and digital research data.