



Swiss Institute of  
Bioinformatics

## SIB Open Science Checklist

This checklist is a decision-making tool intended to guide the analysis of a specific case, in order to determine whether the SIB Materials can be made available under SIB Licensing Guideline and by establishing the main reasons for opting-out of it. This checklist contains 6 questions to be addressed in the order provided (1 to 6). In case of doubt about the outcome or specific situations, contact the SIB legal team ([legal@sib.swiss](mailto:legal@sib.swiss)).

**Important:** results of the questionnaire may indicate that the SIB Licensing Guideline should not be applied in your specific situation. However, this **does not exclude** the development of other strategies in line with the Open Science spirit (e.g. dual licensing strategy). In such a case, please contact the SIB LTTO team to develop appropriate strategies.

<b>Q1</b>	<b>Were the SIB Materials generated in the context of a project subject to specific Open Science licensing rules (e.g. funding regulations)?</b>			
	<input type="checkbox"/>	Yes	→	Identify such rules and make sure to take them into account when you apply this Licensing Guideline. Continue answering the next checklist questions
	<input type="checkbox"/>	No	→	Apply this Licensing Guideline to the extent possible. Continue answering the next checklist questions
<b>Q2</b>	<b>Have the SIB Materials been generated exclusively by SIB employees?</b>			
Note :	<i>It is important to avoid any ambiguity about ownership and rights, title and interest in all research results. This Licensing Guideline provides specific licensing solutions to be applied for SIB Materials. Bear in mind that in case of joint ownership, the co-owners may prefer to adopt licensing strategies deviating from those providing in the Licensing Guideline.</i>			
	<input type="checkbox"/>	Yes	→	Continue answering the checklist questions
	<input type="checkbox"/>	No	→	<ul style="list-style-type: none"><li>- <b>Clarifications must be made with the other generating party to evaluate the possibilities of applying open licenses, preferably consistent with the recommendations adopted in the SIB Licensing Guideline.</b></li><li>- <b>Generating parties agree to apply recommendations proposed in the SIB Licensing Guideline: you may continue the analysis and answer the next checklist questions</b></li></ul>
<b>Q3</b>	<b>Do the SIB Materials contain any personal data?</b>			
Note :	<i>As a matter of principle, personal information (whether coded/pseudonymized or not) collected and processed in the context of a research project and containing direct or indirect identifiers or sensitive personal information of identified or identifiable subject <b>must not</b> be made publicly available.</i>			
	<input type="checkbox"/>	Yes	→	<ul style="list-style-type: none"><li>- <b>Where research data or results contain personal data, they must not be made publicly available under</b></li></ul>

				<p>free public licences. Note that it is possible to implement Open Science strategy for personal data, but controlled and restricted access must be implemented: please contact the legal team</p> <ul style="list-style-type: none"> <li>- If the personal data has been fully and correctly anonymized, you may continue the analysis and answer the next questions in this checklist</li> <li>- In case of doubts, reach out the legal team of the owner(s) of the data and datasets to determine which strategy to implement</li> </ul>
	<input type="checkbox"/>	No	→	Continue answering the checklist questions
<b>Q4 Do the SIB Materials contain confidential information?</b>				
<i>Note : SIB Materials containing confidential information (e.g., trade secret) are subject to specific restrictions and may prevent their public disclosure.</i>				
	<input type="checkbox"/>	Yes	→	SIB Materials containing confidential information should not be made publicly available
	<input type="checkbox"/>	No	→	Continue answering the checklist questions
<b>Q5 Are the SIB Materials subject to legal and/or contractual restrictions?</b>				
<i>Note : As owner of research results, you may not be allowed to publish them for a limited period of time in certain situations. This might be the case when one of the co-owners wishes to file a patent application or an exclusivity period is granted to the other co-owner(s) for using the research results.</i>				
	<input type="checkbox"/>	Yes	→	<ul style="list-style-type: none"> <li>- You <u>should not publicly release</u> your research results during the embargo and/or exclusivity period</li> <li>- Reach out the legal team to determine the length of the applicable restrictions to avoid any violation of legal and contractual obligations</li> </ul>
	<input type="checkbox"/>	No	→	Continue answering the checklist questions
<b>Q6 Are the SIB Materials derivative of third-party materials?</b>				
<i>Note : Where you research results have been built upon third materials, they may constitute derivatives. The main consequence is that your research results may be subject to the licensing terms of the original materials you reused. A “derivative” can be defined as the modifications made by adding to, deleting, or substituting, in part or in whole, any of the components of the original.</i>				
	<input type="checkbox"/>	Yes	→	<ul style="list-style-type: none"> <li>- This may not prevent you from publishing your research results but you may have to comply with the terms of the reused third party materials licensing terms</li> <li>- In any case, you have the possibility to reach out to the owner of the third-party materials to ask for their permission to licence your research results under the licensing solutions provided in this Licensing Guideline</li> </ul>
	<input type="checkbox"/>	No	→	You can move on and apply the licensing recommendations set out in the SIB Licensing Guideline.

