BELSPO Final Research Project Reports

1. Reports will have to consist of :
   a. Introduction describing the scientific issue
   b. Corpus describing methodology and sources, developing arguments and disclosing evidence to substantiate the researchers hypothesis
   c. Conclusion providing a straight answer to the scientific issue put forward in the introduction.

2. Send your Final Project Report to BELSPO with a list of desired metadata.

3. Inform your Institution's OA Contact Person (OACP) of requests for special protection. Protection can be invoked on bases of quality, strategic, security, commercial (patent-related) or privacy reasons.

   Your Institution's OA Contact Person informs the OA Advisory Committee which will examine your request.

Grey Literature (chapters of books, conference proceedings, bachelor, master and doctoral theses, reviews, working papers and lectures)

1. Did this Grey Literature (GL) emanate from research which has been co-financed by another party and has it been convened that research results be deposited in that co-funder's repository only ? If it has, is that repository OAI-PMH compatible and can your GL be made Open Access ? If yes you will deposit your GL as convened but a link will have to be made in Orfeo to access the the said GL. Inform your OACP.

2. If your GL is not being deposited in a co-funder's repository, does your institution's OA policy stipulate that research results be deposited in your institution's digital repository instead of Orfeo ? If it does, a link will have to be made in Orfeo to access the said GL. Inform your OACP.

3. If your GL is not being deposited in a co-funder's or in your institution's repository, check with your OACP to see if your institution's OA policy decided for consolidated batch (by the OACP) or individual (by you) imports into Orfeo.

4. Make sure you have included sufficient Metadata to improve the quality of your import.

5. Inform your Institution's OA Contact Person (OACP) of requests for special protection. Protection can be invoked on bases of quality, strategic, security, commercial (patent-related) or privacy reasons.

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Monographs and Catalogues

1. Did you decide to publish the Monograph or Catalogue in Open Access? If you have, you may retrieve up to 6000 € + 20% of the outstanding sum from your BELSPO Grant to pay for Open Access to your Monograph or Catalogue provided the following conditions are met :

a. Basic technical information, Open Access charges and peer review procedures are transparent on the publisher website.
b. The publisher does not have differential charges for Creative Commons (CC) licenses.
c. The shortest possible embargo period is established and respected.

2. Did you decide to publish the Monograph or Catalogue in print ? Then a digital copy of your Monograph or Catalogue will have to be deposited in an Institutional Open Access repository.

1. Did the Monograph or Catalogue emanate from research which has been co-financed by another party and has it been convened that research results be deposited in that co-funder's repository only ? If it has, is that repository OAI-PMH compatible and can your Monograph or Catalogue be made Open Access ? If yes you will deposit your Monograph or Catalogue as convened but a link will have to be made in Orfeo to access the said Monograph or Catalogue. Inform your OACP.

2. If your Monograph or Catalogue is not being deposited in a co-funder's repository, does your institution's OA policy stipulate that research results be deposited in your institution's digital repository instead of Orfeo ? If it does, a link will have to be made in Orfeo to access the said Monograph or Catalogue. Inform your OACP.

3. If your Monograph or Catalogue is not being deposited in a co-funder's or in your institution's repository, check with your OACP to see if your institution's OA policy decided for consolidated batch (by the OACP) or individual (by you) imports into Orfeo.

4. Import your Monograph or Catalogue within 3 months after acceptance for publication.

5. Make sure you have included sufficient Metadata to improve the quality of your import.

6. Inform your Institution's OACP of requests for special protection. Protection can be invoked on bases of quality, strategic, security, commercial (patent-related) or privacy reasons.

   Your Institution's OA Contact Person informs the OA Advisory Committee which will examine your request.

Articles in immediate Open Access

1. Have you decided to publish the Article in Open Access? If you have, you may retrieve up to 1300 € + 20% of the outstanding sum from your BELSPO Grant to pay for Article Processing Charges (APC) provided the following conditions are met :

   a. The journal of your choice has to be listed in recognised online directories[1] that index high quality Open Access peer-reviewed journals
   b. The journal of your choice must meet the Principles of Transparency and Best Practice in Scholarly Publishing adopted jointly by the Committee on Publication Ethics, the Directory of Open Access Journals, the Open Access Scholarly Publishers Association, and the World Association of Medical Editors on December 19, 2013.[2]
   c. The publisher must divulge the average APC paid for the journal of your choice. Inform your OACP.

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[1] In 2015 these are : Directory of OAJournals/DOAJ (http://doaj.org/), Web of Science (http://ip-science.thomsonreuters.com/mjl/), Scopus or PubMed (http://www.ncbi.nlm.nih.gov/nlmcatalog/journals)

[2] https://doaj.org/bestpractice

    d. The journal of your choice may not be a hybrid journal[3] unless you can submit proof that 'double dipping' does not occur with any library under BELSPO tutelage.[4]

    e. The publisher does not have differential charges for Creative Commons (CC) licenses.

    f. There has not been a bundled APC deal at a fixed sum per timeframe with the journal of your choice.[5]

    g. The shortest possible embargo period is negotiated. Embargoes will in any case not be longer than 6 months for scientific, technical and medical fields (STM) or of 12 months for humanities, arts and social sciences (HASS).

2. Negotiate a preliminary publication of the Article's Pre Print or Post Print in an Institutional Open Access Repository upon acceptance of publication.

3. Deposit a copy of your article or establish a link to the original in Orfeo.

Articles in traditional print

1. Have you decided to publish the Article in print ? Then a digital copy of your Article will have to be deposited in an Institutional Open Access repository.

2. Check the Sherpa-Romeo website for your journal's Open Access Policy. 75% of them agree to Open Access to a Pre-Print, Post-Print or even the Publisher Version.

2. Tell your journal that only the rights necessary for print publication will be ceded. If such is not possible grant the journal a nonexclusive licence or add the Open Access Helpdesk provided annex to the publication contract.

3. Did the Article emanate from research which has been co-financed by another party and has it been convened that research results be deposited in that co-funder's repository only ? If it has, is that repository OAI-PMH compatible and can your Article be made Open Access ? If it is you will deposit your Article as convened but a link will have to be made in Orfeo to access the said Article. Inform your OACP.

4. If your Article is not being deposited in a co-funder's repository, does your institution's OA policy stipulate that research results be deposited in your institution's digital repository instead of Orfeo ? If it does, a link will have to be made in Orfeo to access the said Article. Inform your OACP.

3. If your Article is not being deposited in a co-funder's or in your institution's repository, check with your OACP to see if your institution's OA policy decided for consolidated batch (by the OACP) or individual (by you) imports into Orfeo.

4. Import your Article within 3 months after acceptance for publication.

5. Make sure you have included sufficient Metadata to improve the quality of your import.

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[3] A hybrid OA journal is a subscription journal in which some of the articles are OA.

[4] Editors practice 'double dipping' if they receive money twice: through subscriptions paid by libraries and APC paid by authors. Double dipping is too laborious to track.

[5] This kind of APC 'subscription', brings down prices but it also binds earmarked APC funds to those deals, much to the detriment of smaller and innovative publishers. BELSPO will not support such deals.

6. Inform your Institution's OACP of requests for special protection. Protection can be invoked on bases of quality, strategic, security, commercial (patent-related) or privacy reasons.

Your Institution's OA Contact Person informs the OA Advisory Committee which will examine your request.

G o v e r n a n c e

OA Advisory Committee
- Provides advice on policy suggestions and issues to the Orfeo Board

Orfeo Board
- Constituted by the OA Administrator and the institutional OA Contact Persons or their substitutes
- Decides on policy changes
- Appoints the members of the OA Advisory Committee
- Submits policy suggestions and issues to the OA Advisory Committee

OA Project Administrator
- Appointed by BELSPO Direction
- Chairs the Orfeo Board
- Member of the Orfeo Helpdesk
- Intermittent chair and permanent secretary to the CIS-CFS OA Interfederal Consulting Group
- In charge of Sensitization Campaigns
- In charge of International reporting on Belgian OA
- Represents Belgium in international OA consultation structures
- In charge of technological watch over future developments of Open Science
- In charge of Orfeo expansion to non-BELSPO Institutions

OA Contact Person
- Appointed by partner institution
- Is a member of the Orfeo Board
- Handles practical questions from internal consumers (Help available from Orfeo Helpdesk)
- Handles practical questions from encoders (Help available from Orfeo Helpdesk)
- Handles practical policy questions (Help available from Orfeo Helpdesk)
- Collects individual requests for exceptions and submits them to the Orfeo Helpdesk
- Collects policy suggestions and issues and submits them to the Orfeo Board
- Supervises batch imports into Orfeo
- Monitors manual imports' quality

Orfeo Helpdesk
- Constituted of specialists in 4 fields : Administration, library sciences, ICT and Law, on voluntary basis and sanctioned by the BELSPO and KBR management. BELSPO provides Administration (Eric Laureys), ICT (Jean-Luc Delberghe and Guy Chaboteau) and Law (Robert Van De Walle); KBR provides Library Sciences (Nadège Isbergue)
- Handles practical questions from Orfeo external consumers
- Assists institutional OA Contact Persons in handling practical questions from internal consumers
- Assists institutional OA Contact Persons in handling practical questions from encoders
- Assists institutional OA Contact Persons in handling policy questions
- Handles individual requests for exceptions to policy rules