Terms and Conditions for DCC Support

Version August 2023

1. DCC contribution

The "in-kind" contribution provided by the DCC in the form of personnel entails a part-time commitment. Roughly 15% of this contribution is allocated for (project) management tasks, which involve internal communication and coordination. The remaining 85% of the contribution is dedicated to activities directly associated with the approved project, carried out by the designated DCC staff. Part of these activities may involve training for DCC staff to ensure their proficiency in delivering the necessary support.

2. Collaborative development

One of the primary objectives of the DCC is to utilize the support provided as an opportunity to transfer digital skills and knowledge to researchers. Consequently, the developed solutions should be designed and implemented with active involvement from the research group. The DCC does not assume sole responsibility for all development tasks within a project and merely reports upon their completion. Instead, it is expected that at least one individual from the research group will be actively engaged in co-developing the agreed-upon solutions. It is the applicant's responsibility to ensure suitable co-developers are available for this purpose.

3. FAIR Data and Software

In accordance with the TU Delft Research Data Framework Policy and the TU Delft Research Software Policy, the research data, code, and any other materials resulting from collaboration between the DCC and researchers will need to adhere to the FAIR principles (Findable, Accessible, Interoperable, and Reusable).

4. Open Source and commercial interests

In accordance with the TU Delft Research Software Policy, the DCC requires software to be published as open source where possible and appropriate.

The DCC recognizes the significance of collaboration with industry partners in research endeavors or the possibility of commercial exploitation. Projects that involve collaboration with third parties and/or have commercial interests must establish clear boundaries and agreements regarding DCC support. These boundaries and agreements should ensure that the interests of all involved parties, including the DCC's commitment to Open Science and FAIR research, are respected. It is the applicant's responsibility to facilitate and guarantee this process from the project's outset.

5. Reuse of available solutions

The DCC places a high priority on the re-use of existing data and software solutions, rather than developing custom solutions from the ground up. This emphasis is particularly significant when suitable solutions are already accessible through the TU Delft infrastructure or ICT services. The objective is to minimize the maintenance costs associated with solutions for the research group and prevent unnecessary duplication of effort.

6. Maintainability of solutions

The DCC cannot commit to provide maintenance and support for solutions developed by DCC members after the support period concludes. To ensure the continued maintainability of the solutions, the applicant is responsible for acquiring the resources (knowledge, skills, infrastructure, and personnel) to manage and maintain the solutions. The DCC will facilitate this by offering materials and training when required. Consequently, the DCC discourages the development of solutions that would likely exceed the research group's resources for maintaining the solutions following the conclusion of DCC support.

7. Project Support Proposal

The DCC member, in collaboration with the principal applicant/project leader, will generate a support plan at the initial stages of the support process. This plan shall encompass objectives, a detailed task allocation to achieve these objectives, a project timeline, and responsibilities of the research group and DCC members.

8. Project meetings

Researchers are expected to participate in project meetings coordinated by the DCC, including a Project Kick-off meeting at the start of the support. During the Kick-off meeting, a communication plan will be formulated to establish a consensus on the necessary frequency of project meetings.

9. Access to software, data, and infrastructure

The applicant is responsible for ensuring that DCC members are granted access to relevant data, code, and infrastructure before the commencement of the support. Additional requirements related to accessing sensitive data, such as obtaining a Certificate of Conduct (NL: VOG verklaring), will also fall under the responsibility of the applicant.

10. Local workspace

The applicant is requested to provide a suitable workspace throughout the duration of the support. To foster a strong collaboration, the DCC members assigned to the project will spend a portion of their time at the department of the research group.

11. Acknowledgement and recognition

The DCC acknowledges that collaborative efforts between research and support staff are common in modern research, and therefore advocates for an accurate and equitable approach to recognize and acknowledge the contributions of all individuals involved in the creation of research outputs.

By accepting support from the DCC, both researchers and DCC staff agree to provide appropriate credit to each other in presentations, publications, or communications that make use of or refer to contributions of the DCC staff, including code, datasets and other materials developed during the support period. The credit to DCC staff will be attributed using the [CRediT Taxonomy](#) and acknowledgement to the DCC as an organization should be stated as follows:

The <project or initiative> is/was supported by the Digital Competence Centre, Delft University of Technology.

Researchers and DCC staff involved in the project will work together to determine, in good faith, which contributions each other has made and resolve any dispute that may arise.

12. Termination clause

The DCC reserves the right to take necessary actions, including the potential withdrawal of support, based on the following grounds after the initial scoping of project deliverables and tasks:

1. If the DCC does not possess the necessary expertise to adequately support the project and it is not feasible to acquire the required skills within a reasonable timeframe.

2. If it is determined that the project output cannot be made compliant with TU Delft Research Data Policy or Research Software Policy.

3. If the applicant is unable to fulfill their commitments to the project or maintain a collaborative relationship with the DCC.

4. If the applicant lacks the resources for maintaining the requested solutions.