

Interagency DOI Service Operating Parameters

Interagency DOI Service

The [Interagency DOI \(IAD\) Service](#) is provided by the Department of Energy Office of Scientific and Technical Information (DOE OSTI) to other U.S. federal agencies who would like to assign DataCite Digital Object Identifiers (DOIs) to research objects (e.g., data, software, projects, awards, etc.) to make them openly available and connected to advance knowledge. DOE OSTI assigns DOIs and registers the DOIs with [DataCite](#) to aid in citation, discovery, retrieval, and reuse. OSTI also assists other federal agencies with assigning DOIs to their research objects on a cost-reimbursable basis. Agency organizations who use the IAD Service are either member organizations of the DOE OSTI-hosted DataCite Consortium or independent DataCite members.

Background

DOE OSTI became a DataCite member in 2010 and began working with federal agencies to assign DOIs to their R&D objects in 2017. In 2020, DataCite updated its fee structure and its membership model. OSTI's DataCite membership transitioned to a consortium membership, with IAD organizations as individual Consortium Organizations within our DataCite Consortium. DOE OSTI is the Consortium Lead organization.

From DataCite: A consortium is a group of organizations within one region or discipline that have come together to collectively participate in DataCite's community and governance activities and use DataCite's DOI services.

Consortium guidelines:

- A consortium is composed of five or more non-profit organizations that are under different administrative structures.
- Consortia should consist of a minimum of five organizations, including the consortium lead.
- All future consortia should be within one geographic region or subject area.
- One organization within the consortium is designated the Consortium Lead and fulfills a range of responsibilities.
- Consortium Leads can distribute costs across the Consortium Organizations as per their own policies and structures.

OSTI originally developed technical infrastructure for the IAD Service to collect metadata from service organizations and then passed the metadata on to DataCite. At that time, DataCite was still a new organization without broadly supporting infrastructure or a membership model that fit the IAD Service needs. OSTI has since adapted its IAD Service model to fit the updated DataCite technical infrastructure and consortium membership model. IAD Service organizations now submit metadata directly to DataCite's infrastructure and utilize the IAD Service for administrative and technical support, either as a Consortium Organization in OSTI's DataCite Consortium or as independent members of DataCite.

IAD Service Models

IAD offers two different service models, based on the use case and needs of the organization:

1. The organization uses OSTI's DataCite consortium membership as a Consortium Organization. They submit metadata directly to DataCite for DOI assignment. OSTI provides administrative and technical support in setting up accounts, DOI assignment guidance, and a community of practice.
2. The organization has its own individual DataCite membership or its own DataCite Consortium. They submit metadata directly to the DataCite infrastructure for DOI assignment. OSTI provides administrative and technical support in setting up accounts, DOI assignment guidance, and a community of practice.

IAD Services

The Interagency DOI Service provides:

- Onboarding training for people at the organization using the IAD Service. The training includes information about the service, DataCite's infrastructure, the onboarding process, and DOI assignment best practices.
- Administrative support to set up accounts within the DataCite infrastructure, as well as ongoing maintenance to accounts.
- General administrative support for IAD Service and annual service renewal.
- High-level/tier 1 technical support and escalation of issues with DataCite's technical support as needed.
- A community of practice around assigning, registering, and using DOIs assigned to research objects, including regular community calls.
- Documentation and resources providing guidance on DOI assignment and use of DataCite's infrastructure.

General Requirements

General requirements IAD organizations must support for DOI registration:

- Provide the required metadata to enable basic, bibliographic citation.
- Have the authority to assign a DOI and host a public landing page for the DOI to resolve to.
- Guarantee the persistence of registered data and DOI landing page through established data management practices.
- Maintain and update all DOI landing pages/URLs.

IAD Service Agreement Process

To begin assigning and registering DOIs using the IAD Service, an Interagency Agreement (IAA) and relevant financial documentation must first be approved and signed between OSTI and the other U.S. federal agency. The agency will need to provide a procurement POC with whom OSTI will set up the appropriate interagency financial agreement documents. The requesting agency will initiate the IAA forms in G-Invoicing (GT&C and Order) and share with OSTI as the servicing group. The agency and OSTI will sign and finalize the forms in G-Invoicing as responsible parties.

Once financial documentation is completed and fees are paid, the agency is considered an IAD Service organization and may utilize the IAD services.

The IAD Service and membership is renewed with each IAD organization on an annual basis. The billing cycle begins June 1st annually, running June 1st – May 31st of each year. If an agency joins after June 1st, DOE OSTI will charge the agency a pro-rated fee for the remainder of the billing cycle. The pro-rated fee is based on the date the IAA forms are signed and the start date of the IAD Service.

IAD Service Model Fees

The cost of the IAD Service depends on which service model is utilized by the organization. All services and benefits listed in the IAD Services section are included in the fee. The two fee structures options are:

1. For organizations using OSTI's DataCite consortium membership as a consortium organization:
 - a. The base fee for the IAD Service is \$3,090 per organization annually if assigning 5,000 DOIs or fewer.
 - b. For organizations assigning more than 5,000 DOIs per year, the fee is higher and is listed in the table below by DOI range.
 - c. Annual fees for new organizations are based on an initial estimate of DOIs assigned annually.

- d. Annual fees for renewing organizations are based on the number of DOIs the organization assigned in the previous year.

Tier	Annual DOI Range	IAD Fee (to cover DataCite DOI costs and OSTI cost recovery)
Tier 1	0 -5,000	\$3,090
Tier 2	5,001 - 10,000	\$4,120
Tier 3	10,001 - 100,000	\$6,400
Tier 4	100,001 - 250,000	\$7,500
Tier 5	> 250,000	Discuss fees with OSTI prior to registering more than 250,000 DOIs

2. For organizations with their own DataCite membership:
- b. If the organization is a direct DataCite member (not a DataCite Consortium), the fee is \$2,000 annually. The amount is prorated based on the consortium organization start date.
 - c. If the organization is a DataCite consortium member, the fee is based on the number of organizations under the consortium at \$2,000 per organization annually. The amount is prorated based on the consortium organization start date.

Note: OSTI may update annual fees based on DataCite fee changes and cost recovery. OSTI will provide advanced notice of any fee changes during the IAD renewal process.