# UWE Bristol Research Data Repository

**How to upload a dataset to the Repository**

# Contents

# Creating a new dataset record

You will need to log in in order to upload a new dataset. Click the Login button on the [Research Data Repository homepage](#) and enter your normal UWE Bristol username and password.

You will automatically be taken to the Manage deposits screen.[1] Use the 'New Deposit' button to start uploading a new dataset.

A new record will be created, and you can begin editing. You can navigate through the pages using either the 'Previous' and 'Next' buttons, or by clicking on the appropriate screen button (e.g. 'Project Details' if you want to add information on that screen.)

Fields with a star are mandatory, and you will need to complete these before you are able to deposit your dataset. As you move between screens, an orange warning box will appear at the top of the page if there are mandatory fields that you have not completed.

# Terms of Submission

You need to agree to the Terms of Submission before you can deposit a dataset. Read through it and use the radio button at the top to accept.

# Access Control

On the Access Control page you need to complete several fields to explain the classification of your data and to what extent it can be made publicly discoverable.

If your research involved human participants you will need to upload a blank template participant consent form on the Data Files page.

If your dataset is classed as 'Restricted' then please contact the Library Research Support Team (open.research@uwe.ac.uk) for advice on uploading.

If your dataset is classed as 'Controlled' then you must not upload the data files to the Data Repository, but you can continue to upload a metadata only record. Please contact the Repository Team to arrange for your data files to be securely stored directly in Arkivum.

# Data Files

On the Data Files page there are two different options for uploading your dataset. Choose the option that suits your needs.

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[1] The Manage deposits screen is your personal workarea. Datasets that you upload to the Research Data Repository will be stored here until you deposit them for review. While a dataset is still in your workarea and the Item Status is 'User Workarea' you can edit, add to, and delete information in it. Once you deposit it and the Item Status changes to 'Under Review' you can no longer make any changes.

## Option 1 – your dataset is already in another repository

If your dataset is deposited in another repository, add the relevant details (name of repository and link to the dataset) into the 'Option 1' section. You do not need to re-upload the data files.

## Option 2 – upload data files

To upload a data file that will be publicly available, click the 'Browse' button to upload the file or folder from your computer. You can upload multiple files to the dataset.

Fill in the mandatory information for each file, and include any extra relevant information. Remember to choose a licence for the file to be archived and licensed under – the default licence that we advise is Creative Commons Attribution-Share Alike 4.0 (CC BY-SA 4.0). For more information about Creative Commons licences please check the Creative Commons website or contact repository@uwe.ac.uk.

If you are required to upload a consent form, do so at this stage. You must ensure that the 'Content' field is set to 'Consent Forms'. If this field is not completed, the system will not acknowledge that you have uploaded the consent form and will not allow you to progress.

## Not uploading data files

If you only wish to deposit metadata, not the data files themselves, you can skip over the Data Files screen and proceed to the Project Details screen.

# Project Details

On the Project Details page you now need to enter information about your project and dataset. Fields with a star are mandatory. Fill in all the information that is relevant to your project. The more information you can provide, the more useful your record will be for anyone accessing your dataset.

If you are unsure about any field, click the black circle containing a question mark. These boxes expand to give more information and examples about what is expected or required for that field.

# Data Collection

On the Data Collection page you need to complete fields detailing how your data was collected. Please complete any fields that will help people accessing your dataset understand how you collected the data.

# Deposit Research Data

On the Deposit Research Data page an orange warning box will inform you if you have not completed any required fields. You will need to fill these in before depositing the dataset.

If you have finished editing and are ready to deposit, click the 'Deposit Item Now' button to move the dataset to a review area where it will be checked by the Repository Team. The Item Status will change to 'Under Review'.

If you want to take a break and resume editing at a later date, click the 'Save for Later' button to keep the dataset in your workarea. You can come back to it on the Manage deposits page and resume editing when you are ready.

# Editing a dataset in your workarea

To edit a dataset saved in your workarea, go to the Manage deposits screen and click on the edit button next to the dataset in your deposits list. The edit button appears as a pencil and paper.

# Dataset review

Datasets are not made publicly discoverable on the Research Data Repository until they have been reviewed by the Repository Team. The team will contact you with any queries.