DataSTORRE Deposit Guide

Introduction

DataSTORRE is an online digital repository of multi-disciplinary research datasets produced at the University of Stirling.

University of Stirling researchers who have produced research data associated with an existing or forthcoming publication, or which has potential use for other researchers, are invited to upload their dataset for sharing and safekeeping. A persistent identifier and suggested citation will be provided.

Accessing DataSTORRE

DataSTORRE is available from https://datastorre.stir.ac.uk or by clicking on the portal link.

To log on to DataSTORRE, click the “Sign on to:” link in the top right hand corner and select “My DataSTORRE”
Then, on the “Choose Login Method”, Select “Stirling Researchers- Login via University Portal” using single sign-on.

Choose a Login Method

Starting a New Submission

Once you have logged on to the system you will be taken to your “My DataSTORRE” page. From this page you have the options to “Start a New Submission” or “View Accepted Submissions” that have been processed and are available in DataSTORRE. The “My DataSTORRE” page also lists any submissions you may have made that are currently going through Workflow, as well as any partially completed or unfinished submissions that you may have saved to work on later, along with any submitted datasets which have been returned to your “My DataSTORRE” due to issues noted during workflow (and which you should have been emailed about).

To start a new submission click on the green: Start a New Submission button.

You are given the option to choose a collection in which to deposit your research data. At this time there is only one collection established. Click on the drop down arrow and select University of Stirling> University of Stirling Research Data. Then select Next.
Complete the submission form. Datasets can be deposited by any member of the research team or a research administrator.

Dataset Creator – add all the names of the research team involved in creating that particular dataset. Use the + Add More button to make more input fields appear.

Please note those fields with an asterisk beside them * are mandatory fields and you will not be able to move on to the next page of the submission form until these fields are completed. Please fill in as
much information in the submission form as possible to ensure that the dataset is accompanied by a rich and full set of metadata.
Please read the details of the “Request for delayed access” field carefully. The repository librarian will check the funder requirements to ensure that the embargo is possible.

Once the mandatory fields, at least, have been completed please move to the next page of the submission form by using the Next> button at the bottom of the page.
Submitting a file to DataSTORRE

To upload one or more files, simply drag and drop them onto the panel below, or click “Select a file or drag & drop files …” in the panel to open a “Browse” window in which you can locate and select the files you wish to upload.

Please note: if entering a metadata only record for your dataset, you are not required to attach a file to the record. In this case, simply click the “Skip file upload” button below.

Please also note that the DataSTORRE system is able to preserve the content of certain types of files better than other types. Information about file types and levels of support for each are available:

Either drag and drop the files into the grey panel or click on the words in the grey box to open the browse window. If the grey panel does not appear in your browser click the browse button to select the files you wish to upload.

Please note that the Upload File(s) field is not mandatory. If you are entering a metadata only record you can skip this field by clicking the “Skip file upload” field.
Verifying the submission

Please check that the information that has been entered about the dataset is correct. Make any amendments necessary. Once you are happy select Next
DataSTORRE Distribution Licence

Please read the terms of the licence carefully. Should you not wish to grant the licence or have any unresolved queries please click “I Do Not Grant the Licence”. Certain funders require that the data created as a result of their funding is made publicly available through a certain licence. Once your submission has been deposited the repository librarian will check that this licence has been granted and will contact you with queries.
Your list of submissions

On your home screen on DataSTORRE you will see a list of your submissions and their status within the system.

Help

If you require help with any feature of the system please contact researchdatamanagement@stir.ac.uk