

DataSTORRE Deposit Guide

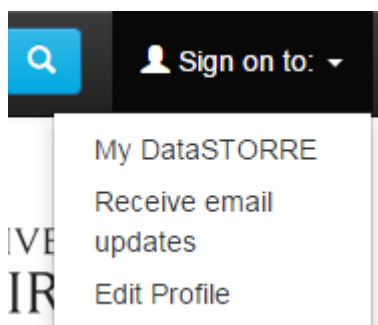
Introduction

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

University of Stirling Researchers

University of Stirling Researchers can log on to DataSTORRE via the Portal by clicking the button below:

Stirling Researchers - Login via University Portal

External Users

External users can register for an account and login via the button below:

External Users - Register/Login

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.

Start a New Submission **View Accepted Submissions**

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

Submit: Choose Collection ?

For more information on depositing your dataset(s) in DataSTORRE, please see the [DataSTORRE Deposit Guide](#).

Select the collection you wish to submit an item to from the list below, then click "Next".

Collection

Please note: When you deposit in DataSTORRE, you are agreeing to the terms and conditions as laid out in the [DataSTORRE Depositor Agreement](#).

Collection **University of Stirling > University of Stirling Research Data**

Completing the submission form

Submit: Describe this Item ?

Enter your name.

Depositor *

Enter the names of the dataset creators/principal investigators of this item. If the name of the dataset creator is unknown please be sure to fill out the Publisher field below.

Dataset Creator

Please enter the organisational affiliation(s) of the dataset creator(s).

Affiliation(s) of Dataset Creator(s)

Enter the main title of the dataset.

Title *

If the dataset has any alternative titles, please enter them here.

Alternative Title(s)

Please provide a high level description of the dataset and the study in which the dataset was generated. Include enough information to allow others to understand what research data exists, why and how it was generated.

Dataset Description (Abstract) *

Complete the details on 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.

If applicable, please enter the date when this dataset was collected or created. You can enter only a year, a month and a year, or a full date. Please enter as full a date as possible (some funders require you to make the metadata record describing the dataset public within **12 months** of the end of collecting the data)

Date Dataset Created/Collected Month: (No Month) Day: Year:

Enter the name of the organisation or service responsible for making the dataset available. Example: University of Stirling. School of Natural Sciences. Note: Publisher is a mandatory field if no creator is specified.

Dataset Publisher

Select each agency that funded the creation of the dataset (if applicable). If this dataset has any additional funders that do not appear in this list, please enter them below.

Funder(s)

Please enter the name(s) of any additional funder(s) that do not appear in the above list.

Other Funder(s)

Please enter the Contract or Grant Number of the Project that this dataset relates to. This information is available in [RMS](#) (Select the required Contract in [RMS](#), then "Financials", and the Contract Number is held in the "External Reference - Contract Number" field).

Contract/Grant Number

Please enter the Title of the Project that this dataset relates to. This information is available in [RMS](#) (Select the required Contract in [RMS](#) and the Title is the first field on the "Key Information" tab).

Contract/Grant Title

Select the type(s) of content of the item. To select more than one value in the list, hold down the "CTRL" or "Shift" key. If you require any additional types added to the list, please contact the Research Data Management Team (researchdatamanagement@stir.ac.uk)

Type

Select the most appropriate RCUK subject heading(s) for the study as a whole. Click **Subject Headings** below to see the available list.

Subject Headings
[Subject Headings](#)

Enter as many appropriate subject keywords or phrases as you like.

Subject Keywords

If the content of the dataset covers a particular date or time period, please enter it here. You can enter: a single full or partial date (e.g. "12/3/15", "06-2012" or "2015"); a full or partial date range (e.g. "12/3/15 - 25/3/15" or "2012 - 2015"); or a phrase that identifies the specific time period (e.g. "Neolithic").

Time Period

If the dataset describes a particular location please enter the place(s)/country/countries.

Geographic Location(s)

Select the language(s) of the dataset files and/or documentation. To select more than one value in the list, hold down the "CTRL" or "Shift" key.

Language(s)

Name any primary source(s) from which this dataset is derived (E.g. 2001 Census; Census Area Statistics). Optionally, add a URL/DOI for the source.

Source

If the dataset has been published or made publicly available previously, please enter the year.

Publication Year

If you wish to delay public access to any part of the dataset please enter details below.

The expectation of some Funders is that research data will be made openly available and with as few restrictions as possible. Therefore if you wish a delay, please give the reason(s) and summarise the conditions which must be satisfied for access to be granted. For example:

- researchers are entitled to a limited period of privileged access to their data to allow them to work on and publish their results. The length of this period will depend on the nature of the research.
- for legal or ethical reasons, such as, personal data should not be put into the public domain without explicit consent.
- 'commercially confidential' data, in which a business organisation has a legitimate interest, might be made available to others subject to a suitable legally enforceable non-disclosure agreement.

(If some files require different embargo dates, enter the detail here and leave the Embargo End Date field below blank). DataSTORRE users will still be able to request a copy of any embargoed files from you using the "Request a copy" functionality. For more information on Funder Policies, see [here](#).

Request for delayed access

If you wish to delay public access to your dataset on the web for a period of time please give the date when you would like the delay to end. DataSTORRE users will still be able to request a copy of any embargoed files in this dataset from you using the "Request a copy" functionality.

Embargo End Date

Month: (No Month) Day: Year:

Please enter a contact email address. This will be used by DataSTORRE's 'Request a Copy' facility if the dataset is embargoed.

Email Address

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.

Submit: Describe this Item ?

Enter names of dataset and documentation files associated with this item with a brief description of each. If file descriptions are included in the documentation refer to the filename of the relevant documentation. For more information please see the [Data Checklist](#).

Dataset Description (TOC)

If this dataset (or any part of it) will not be attached to this record, please describe how it may be accessed/obtained. This is particularly relevant for physical (parts of) datasets that therefore cannot be accessed online.

Dataset Access

If there is a version/copy of this dataset lodged in another archive (e.g. in the UK Data Archive), or in this repository, enter the URL/DOI of the corresponding item.

Dataset URL

If appropriate, enter the version number of the dataset, for example, 1.3.

Version Number

If this dataset is referenced by a publication(s), enter the DOI (or reference details).

Related Publication

If this dataset supercedes an earlier dataset deposited in another data archive, or in this repository, enter the URL/DOI of the previous dataset.

Supercedes

If applicable, please enter any copyright/IPR statements that relate to 3rd party materials embedded in this dataset.

Embedded/3rd Party Rights

If applicable, please enter any additional rights statements, or restrictions on use, for this dataset over above those covered by the [standard CC-BY 4.0 licence](#).

Additional Rights/Restrictions

+ Add More

Please add any further information you think would be helpful for users of your dataset to know.

Notes

+ Add More

< Previous

Cancel/Save

Next >

Submitting a file to DataSTORRE

Describe Describe Upload Verify Licence Complete

Submit: Upload File(s) ?

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 file(s) you wish to upload.

In older browsers, the "drag and drop" panel does not display, and you should simply click the "Browse" button in order to open a Browse window in which you can locate and select the file(s) 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.](#)



Select a file or drag & drop files ...

< Previous

Cancel/Save

Skip file upload >

Next >

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

Describe Describe Upload **Verify** Licence Complete

Submit: Verify Submission ?

Not quite there yet, but nearly!

Please spend a few minutes to examine what you've just submitted below. If anything is wrong, please go back and correct it by using the buttons next to the error, or by clicking on the progress bar at the top of the page.

If everything is OK, please click the "Next" button at the bottom of the page.

You can safely check the files which have been uploaded - a new window will be opened to display them.

Depositor	Beaton, Rachel	Correct one of these
Dataset Creator	None	
Affiliation(s) of Dataset Creator(s)	University of Stirling	
Title	Deposit Guide Test	
Alternative Title(s)	None	
Dataset Description (Abstract)	Deposit guide test	
Date Dataset Created/Collected	None	
Dataset Publisher	None	
Funder(s)	None	
Other Funder(s)	None	
Contract/Grant Number	None	
Contract/Grant Title	None	
Type	Dataset	
Subject Headings	None	
Subject Keywords	None	
Time Period	None	
Geographic Location(s)	None	
Language(s)	None	
Source	None	
Publication Year	None	
Request for delayed access	None	
Embargo End Date	None	
Email Address	None	

Dataset Description (TOC)	None	Correct one of these
Dataset Access	None	
Dataset URL	None	
Version Number	None	
Related Publication	None	
Supercedes	None	
Embedded/3rd Party Rights	None	
Additional Rights/Restrictions	None	
Notes	None	

Uploaded Files:	None	Add or Remove a File
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< Previous Cancel/Save **Next >**

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

Describe Describe Upload Verify Licence Complete

DataSTORRE Distribution Licence ?

There is one last step: In order for DataSTORRE to reproduce, translate and distribute your submission worldwide, your agreement to the following terms is necessary. Please take a moment to read the terms of this licence, and click on one of the buttons at the bottom of the page. By clicking on the "Grant Licence" button, you indicate that you grant the following terms of the licence.

Not granting the licence will not delete your submission. Your item will remain in your "My DataSTORRE" page. You can then either remove the submission from the system, or agree to the licence later once any queries you might have are resolved.

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any way that suggests the licensor endorses you or your use.

No additional restrictions - You may not apply legal terms or technological measures
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No warranties are given. The license may not give you all of the permissions necessary
for your intended use. For example, other rights such as publicity, privacy, or moral
rights may limit how you use the material.

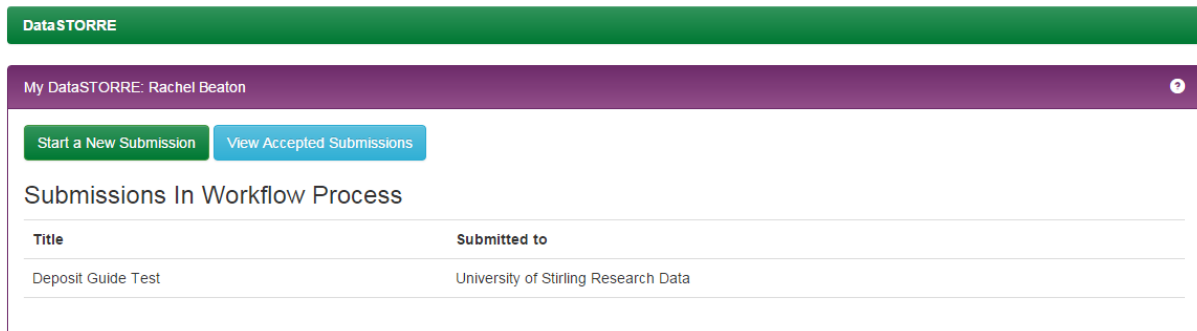
=====
```

I Do Not Grant the Licence

I Grant the 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



The screenshot displays the DataSTORRE user interface. At the top is a green header with the text "DataSTORRE". Below this is a purple header with the text "My DataSTORRE: Rachel Beaton" and a small circular icon on the right. Underneath the purple header are two buttons: "Start a New Submission" (green) and "View Accepted Submissions" (blue). Below the buttons is the section title "Submissions In Workflow Process". This is followed by a table with two columns: "Title" and "Submitted to". The table contains one row with the following data:

Title	Submitted to
Deposit Guide Test	University of Stirling Research Data

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