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 can be accessed by visiting the below url or by clicking on the portal link.

Click on the Stirling Researchers link to login via the University Portal using single sign-on.

Choose a Login Method

<table>
<thead>
<tr>
<th>University of Stirling Researchers</th>
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</thead>
<tbody>
<tr>
<td>University of Stirling Researchers can log on to DataSTORRE via the Portal by clicking the button below:</td>
</tr>
<tr>
<td>Stirling Researchers - Login via University Portal</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>External Users</th>
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</thead>
<tbody>
<tr>
<td>External users can register for an account and login via the button below:</td>
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<tr>
<td>External Users - Register/Login</td>
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</tbody>
</table>
Starting a New Submission

Once you have logged on to the system you will be given the option to start a new submission or view an accepted submission that has been processed in DataSTORRE.

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.
Completing the submission form

Submit: Describe this Item 🤔

Enter your name:
Depositor * Last name, e.g. Smith First name and/or initials e.g. Maria H C

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 Last name, e.g. Smith First name and/or initials e.g. Maria H C + Add More

Please enter the organisational affiliation(s) of the dataset creator(s).
Affiliation(s) of Dataset Creator(s) University of Stirling

Enter the main title of the dataset.
Title *

If the dataset has any alternative titles, please enter them here.
Alternative Title(s) + Add More

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).

<table>
<thead>
<tr>
<th>Date Dataset Created/Collected</th>
<th>Month:</th>
<th>No Month</th>
<th>Day:</th>
<th>Year:</th>
</tr>
</thead>
</table>

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)
- N/A
- AHRC - Arts and Humanities Research Council
- BBSRC - Biotechnology and Biological Sciences Research Council
- CRUK - Cancer Research UK
- EC - European Commission
- EPSRC - Engineering and Physical Sciences Research Council
- ESRC - Economic and Social Research Council

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)

<table>
<thead>
<tr>
<th>Type</th>
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<tbody>
<tr>
<td>Artifact</td>
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<tr>
<td>Collection</td>
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<td>Dataset</td>
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<td>Image</td>
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<td>Interactive Resource</td>
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<td>Model/Simulation</td>
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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

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. "10/3/15 - 20/3/15" or "2012 - 2015"), or a phrase that identifies the specific time period (e.g. "Nineteenth").

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.

<table>
<thead>
<tr>
<th>Language</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>N/A</td>
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<tr>
<td>English</td>
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<tr>
<td>Albanian</td>
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<td>Arabic</td>
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<td>Bulgarian</td>
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<td>Chinese</td>
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</tbody>
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Name any primary source(s) from which this dataset is derived (e.g. 2001 Census, Census Area Statistics). Optionally, add a URL/DI for the source.

Source
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 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.

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.
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