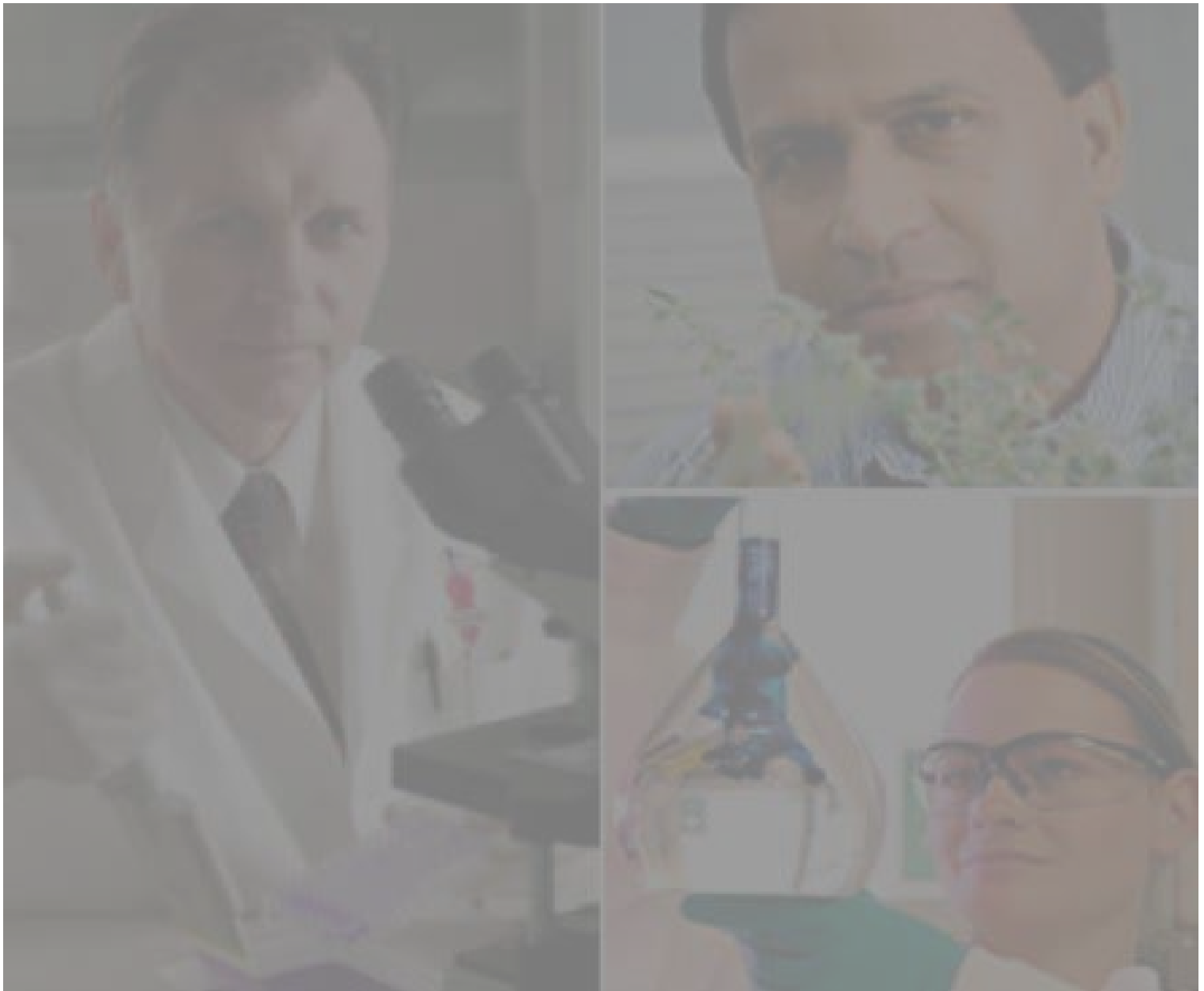THE UNIVERSITY OF
WESTERN
AUSTRALIA

University Library

Adding Research Datasets to the UWA Research Repository

Guide to Researchers

What does UWA mean by Research Datasets?

'Research Data' is defined as *facts, observations or experiences on which an argument, theory or test is based and could be retested. Data may be numerical, descriptive or visual. Data may be raw or analysed, experimental or observational. Data may include but are not limited to: laboratory notebooks; field notebooks; primary research data (including research data in hardcopy or in computer readable form); questionnaires; audiotapes; videotapes; models; photographs; films; test responses. Provenance information about the data might also be included: the how, when, where it was collected and with what (for example, instrument). The software code used to generate, annotate or analyse the data may also be included.* University Policy on: Code of Conduct for the Responsible Practice of Research

The University Policy on: Code of Conduct for the Responsible Practice of Research now includes the following clause:

3.7 Research data related to publications must be available for discussion with other researchers. The availability of such data must be recorded and managed through the UWA Research Repository. The six Creative Commons version 4.0 licenses recommended in AusGOAL are the preferred licenses to be used for Open Access. CC-BY is used wherever possible for sharing research data.

Australian Research Council (ARC)

The ARC recently released their Discovery Projects Instructions to Applicants for funding commencing in 2017 which requires:

MANAGEMENT OF DATA

- Outline plans for the management of data produced as a result of the proposed research, including but not limited to storage, access and re-use arrangements.

- It is not sufficient to state that the organisation has a data management policy. Researchers are encouraged to highlight specific plans for the management of their research data.

The 2018 Discovery Programme Funding Rules state:

A11.5 Publication and Dissemination of Research Outputs and Research Data

A11.5.1 All ARC-funded research Projects must comply with the *ARC Open Access Policy* on the dissemination of research findings, which is on the ARC website. In accordance with this policy, any Research Outputs arising from a Project must be deposited into an open access institutional repository within a 12 month period from the date the Research Output was published or made publicly available. Where this requirement cannot be met, reasons must be provided in the Final Report for the Project. Research Output metadata must be made available in an institutional repository immediately upon publication. The ARC Project ID must be included in the metadata

A11.5.2 Researchers and institutions have an obligation to care for and maintain research data in accordance with the *Australian Code for the Responsible Conduct of Research* (2007). Researchers must outline briefly in their Proposal how they plan to manage research data arising from a Project. **The ARC strongly encourages the depositing of data arising from a Project in an appropriate publically accessible subject and/or institutional repository. Where appropriate, the Final Report must outline how data has been made publicly accessible.**

Australian Code for the Responsible Conduct of Research

The Australian Research Council (ARC), National Health and Medical Research Council (NHMRC)and Universities Australia released the Australian Code for Responsible Conduct of Research in 2007. The code expects researchers to document data management stages such as ownership, ethics, storage, data sharing and disposal. In order to receive NHMRC funding, researchers must comply with the code.
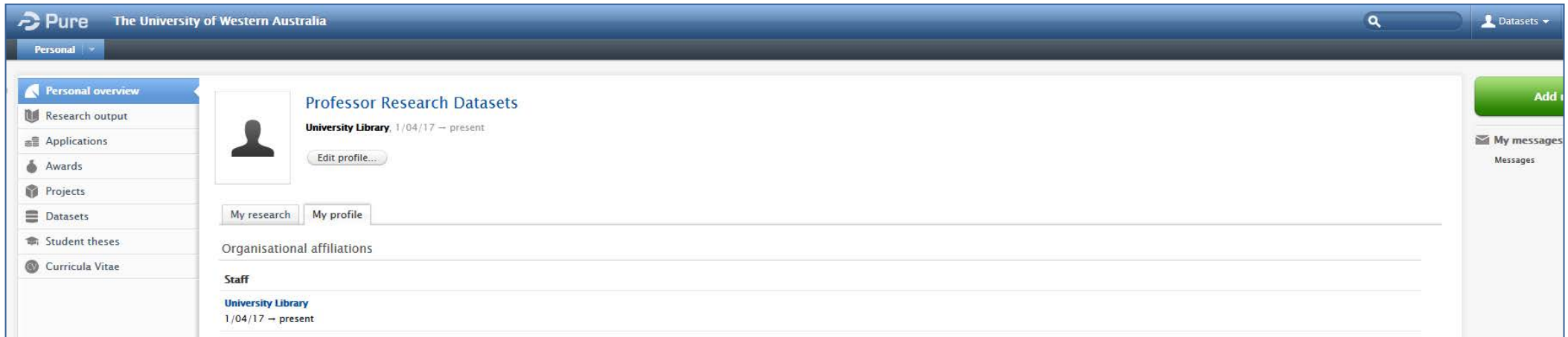
Publishers of Academic Journals

- The PLOS Data Sharing policy requires authors to make **all the data underlying the findings described in their manuscript fully available without restriction**, with some limited exceptions. From March 2014, you will need to include a "**data availability statement**" when you submit your article, explaining where and how your data can be accessed.

- Nature Publishing Group states "... authors are required to make materials, data and associated protocols promptly available to readers."

- Science states: "All data necessary to understand, assess, and extend the conclusions of the manuscript must be available to any reader of *Science.*"

- Cell states: "One of the terms and conditions of publishing in *Cell* is that authors be willing to distribute any materials and protocols used in the published experiments to qualified researchers for their own use."

If you require assistance uploading your research datasets into the Research Repository, please contact Research Publications and data Services (respubsdataserv-lib@uwa.edu.au, ext.5319).

August 2017

[Login to the Research Repository](#) using your Pheme Credentials.
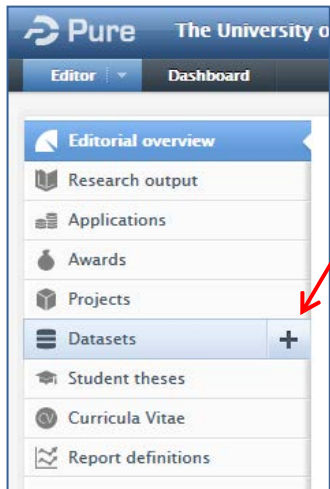
Go to the *Editor* tab of the Research Repository.

Hover over the *Datasets* button and click on the + symbol which will appear when the mouse hovers over it.

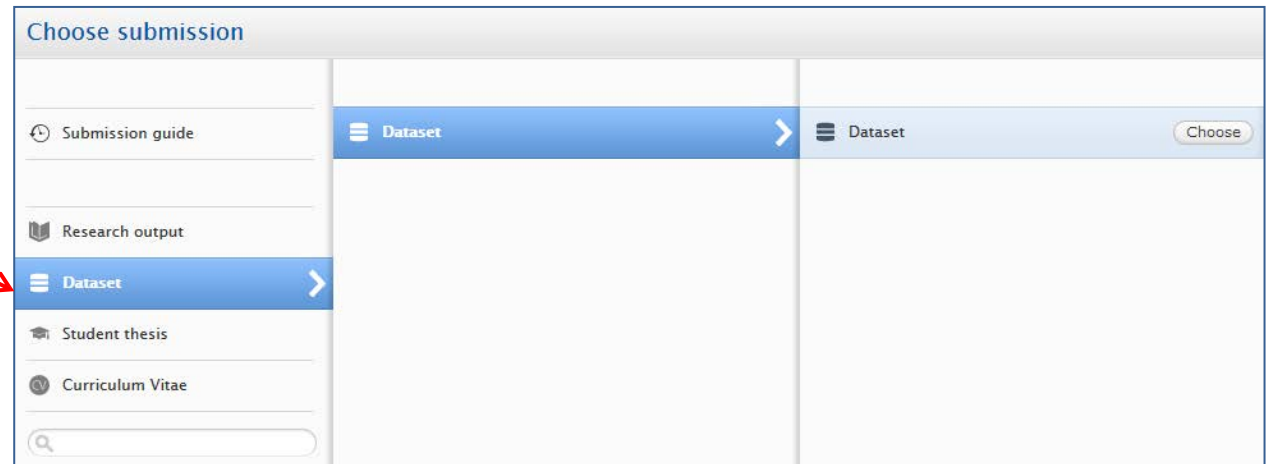A new dataset record window will pop up.

Select *Dataset > Dataset > Dataset* (Choose)

(Note: This step might be skipped and you may be taken directly to the dataset metadata submission form - which is fine).

Terms of Agreement

By proceeding with dataset submission you declare that you have read and accept the **Terms of Use** and **Conditions of Deposit**.

If you would like to work on this submission form later, set the dataset form *Status* to **Entry in Progress** and click **Save**. This is at the bottom of the form.

To **complete** the dataset submission set the dataset form *Status* to **For Validation** and click **Save**. This will trigger a backend process to mint a DOI (if you haven't provided one), validation and publication your dataset within 1–2 business days. At this time your dataset will be **published permanently for reuse by others** according to the terms of the license you have selected. (Further assistance on selecting an **AusGOAL suite of licenses**). **You will not be able to edit or delete your dataset once published.**
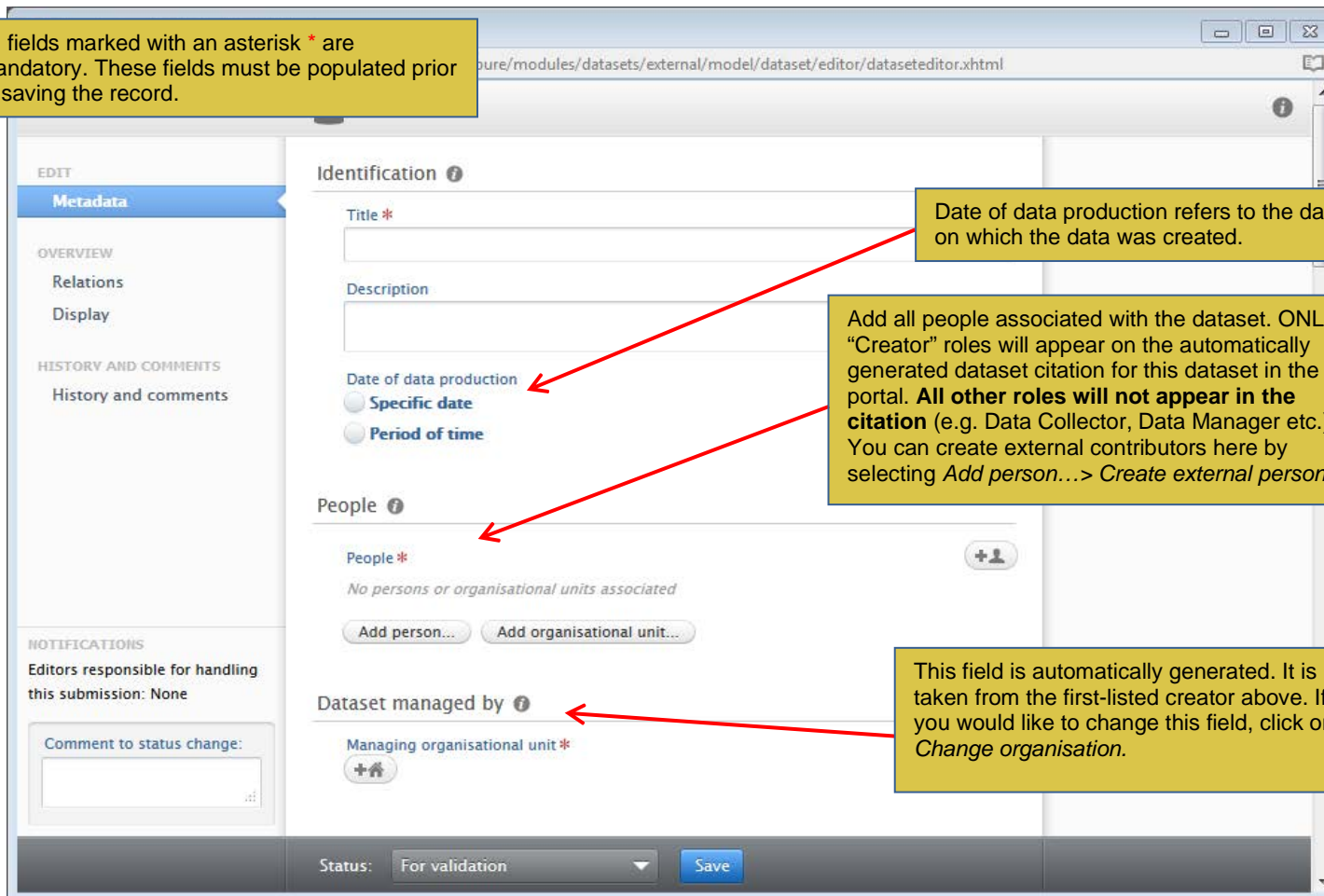
☐ I accept the terms of agreement

Continue

You must accept the terms of agreement in order to proceed with a dataset submission.

You will not be able to delete a dataset once it has been published.

Minor edits can be made by contacting:

mailto:repository-lib@uwa.edu.au

All fields marked with an asterisk * are mandatory. These fields must be populated prior to saving the record.

ure/modules/datasets/external/model/dataset/editor/dataseteditor.xhtml

EDIT

Metadata

OVERVIEW

Relations

Display

HISTORY AND COMMENTS

History and comments

NOTIFICATIONS

Editors responsible for handling this submission: None

Comment to status change:

Identification ℹ

Title *

Description

Date of data production refers to the date(s) on which the data was created.

Date of data production

◉ Specific date

◉ Period of time

People ℹ

Add all people associated with the dataset. ONLY "Creator" roles will appear on the automatically generated dataset citation for this dataset in the portal. **All other roles will not appear in the citation** (e.g. Data Collector, Data Manager etc.). You can create external contributors here by selecting *Add person…> Create external person*

People *

No persons or organisational units associated

Add person...   Add organisational unit...

Dataset managed by ℹ

Managing organisational unit *

This field is automatically generated. It is taken from the first-listed creator above. If you would like to change this field, click on *Change organisation.*

Status: For validation ▼   Save

This is set to UWA by default, but you can change it to a different publisher if your dataset sits in a different repository.

Dataset - Pure 5.9.2 test - Mozilla Firefox

admin-test.repository.**uwa.edu.au**/admin/editor/dk/atira/pure/modules/datasets/external/model/dataset/edito

If your dataset already has a DOI from a different repository, insert this DOI here.
If this field is left blank, we will mint a DOI on your behalf during the administrator validation process.

Dataset

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History and comments

NOTIFICATIONS

Editors responsible for handling this submission: None

Comment to status change:

Data availability ⓘ

Publisher *
🏛 **The University of Western Australia**
Publisher

[Change publisher...]

DOI

(If you leave this blank, we will mint a DOI for your dataset upon validation)

[Add existing DOI]

Electronic data

Drag files or **browse** your computer.

Physical data
[Add details of physical data...]

Links
[Add link...]

Date made available
Year *   Month   Day

Status: For validation ▼   Save

1. Upload your dataset files here.
2. A pop-up will appear when upload is complete.

Multiple file upload

File name	File size	Visibility	License	Type	Embargo end date
Capture.PNG	446 KB	Public – No restriction ▼	No value ▼	Audiovisual ▼	

Cancel   Ok

3. To make your files publicly accessible and downloadable in the Repository, *Visibility* should be set to *Public – No restriction*.
4. If you select *Visibility* as *Backend – Restricted to Pure users*, your files will not be publicly visible or downloadable but the metadata will be discoverable.
5. Assign a license to the files (further details available at *https://creativecommons.org/licenses/*
6. Select what Type of data files you are uploading.
7. If there is an embargo date, add this here too.
8. Click OK.

Here you can describe any physical item that can be made available upon request (e.g.: samples, tissues, notebooks, etc.).

Add all relevant links to the dataset including a description of the link.

This is the date which the dataset was first made available in either this or other repositories – whichever came first.

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Dataset - Pure 5.9.2 test - Mozilla Firefox

admin-test.repository.**uwa.edu.au**/admin/editor/dk/atira/pure/modules/datasets/external/model/dataset/editor/dataseteditor.xhtml

Dataset

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HISTORY AND COMMENTS

History and comments

NOTIFICATIONS

Editors responsible for handling this submission: None

Comment to status change:

Access contact details ⓘ

Contact person

➕👤

Temporal coverage ⓘ

Temporal coverage
Year   Month   Day   Year   Month   Day

→

Geo location

Geographical coverage

Point   Polygon

Geospatial Point

Test

e.g. 57.013543,9.98934

Status: For validation ▼   Save

Any individual named as a contributor on the dataset can be named as the Contact Person. If your dataset files are not publicly accessible/downloadable, this is the person who will become the mediator for dataset file access.

Date coverage of the data, for example, the data covers animal records from 01-01-1850 to 01-01-1900.

Free text field

For assistance assigning geospatial references: *http://mygeoposition.com/*

For a geospatial point, type the latitude and longitude, separated by a single comma.

e.g 37.65665,22.87104

If you would like to describe a geospatial polygon location, click on *Polygon* and type the latitude and longitude reference points in the following manner:

latitude[comma]longitude [space]latitude[comma]longitude[space] etc.

e.g. 37.65665,22.87104 37.5854,22.69011 37.4938,22.78745 37.53859,23.00322

Dataset - Pure 5.18.1 - Google Chrome

🔒 admin.research-repository.uwa.edu.au/admin/editor/dk/atira/pure/modules/datasets/external/model/dataset/editor/dataseteditor.xhtml

Dataset

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History and comments

NOTIFICATIONS

Legal/ethical ⓘ

Is the data subject to any of the following constraints?

☐ Data protection

☐ Ethical approval

☐ Commercial constraints

☐ Sensitive (Animal, tobacco, security sensitive, GMO, stem cell)

Keywords ⓘ

DATASET PEER-REVIEW STATUS

There are no associations

Add Dataset Peer-Review Status...

FIELD OF RESEARCH (FOR) ⓘ

There are no associations

Add Field of Research (FoR)...

KEYWORDS ⓘ

You can define any constraints that may affect the availability/accessibility to the dataset file here. Click on an appropriate item and insert a free text statement. This statement will appear in the public portal.

If your dataset is currently under peer-review and you require a DOI for it use this field to indicate this, and whether the dataset can be publicly visible or hidden.

Add all relevant 6-digit FoR codes here

Free text field – should be discipline-specific

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Other content in the research repository can be linked to this dataset.

Add relevant content relations by clicking on the appropriate button.

Start typing the title in the free text box and you will see suggestions in the drop down menu.

Select the relevant item form the drop down menu.

To link to a publication
Type the publication title via the *Publications* button.

To link to a thesis
You must search for the thesis via the *Publications* button, NOT via the *Student thesis* button as this button is inactive.

To link to a grant
Please type the grant number via the *Projects* button.

Dataset - Pure 5.9.2 test - Mozilla Firefox

admin-test.repository.**uwa.edu.au**/admin/editor/dk/atira/pure/modules/datasets/external/model/dataset/editor/dataseteditor.xhtml

Dataset

EDIT
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History and comments

Relations to other content ℹ

Projects
+🗄

Equipment
+⊙

Student thesis
+🎓

Publications
+📖

Activities
+💼

Press / Media
+📰

Datasets
+▤

Prizes
+🏆

NOTIFICATIONS
Editors responsible for handling this submission: None

Comment to status change:

Visibility ℹ

○ Public – No restriction ▾

Status: For validation ▾ **Save**

Visibility of the record can be set to:

Public – No Restriction: The dataset record will be visible in the Public Portal

Campus – Restricted to specific IP range: The record will be visible in the portal by all UWA staff and students.

Backend – Restricted to Pure users: The record will be visible in the backend of the repository by all UWA staff.

Confidential – Restricted to associated users and editors: The record will be visible in the backend of the repository by staff directly linked to the record (e.g. all creators)

If you would still like to work on the dataset later, select *Entry in progress* and then press *Save*.

If you have completed your entry and would like UWA administrators to approve and publish, select *For validation* and then press *Save.* Publication takes between 1-3 working days.

PLEASE NOTE: You cannot delete your dataset once it is published.

University Library

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Email: katinatoufexis@uwa.edu.au