Nottingham Research Data Management Repository
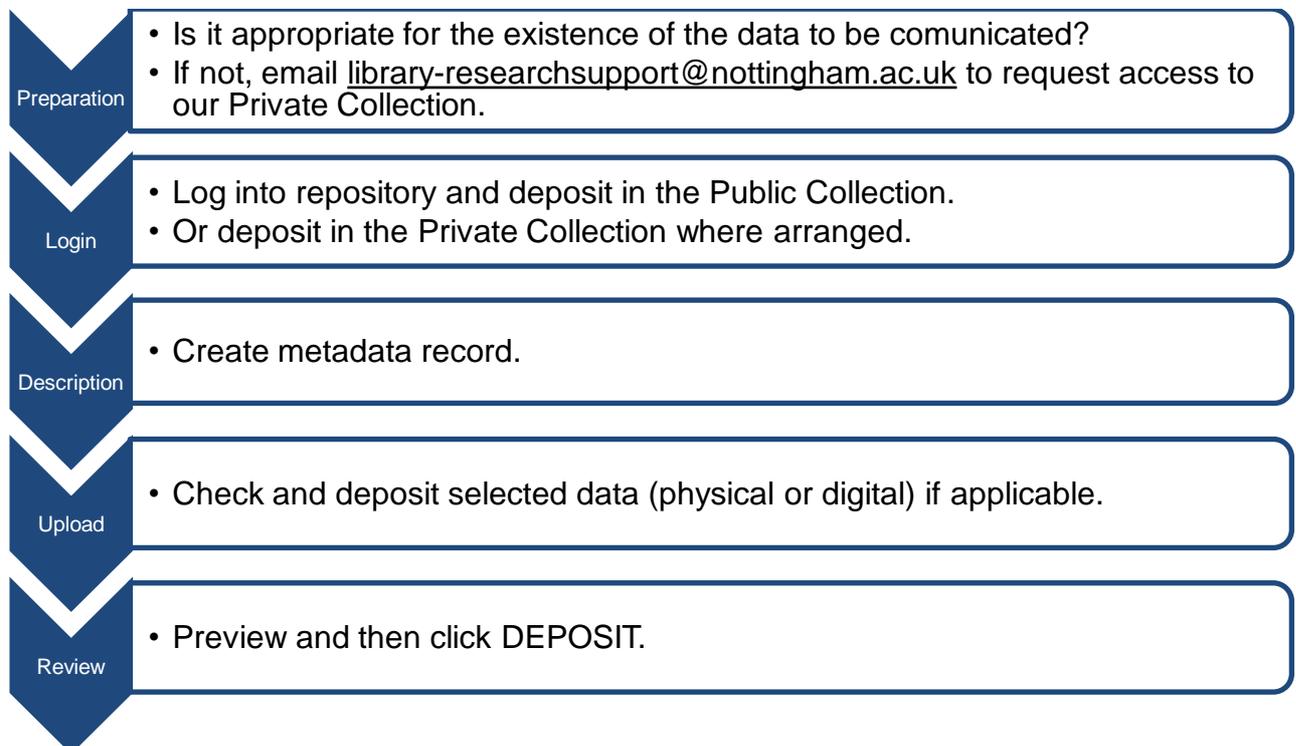## Public Collection Depositing Guide

Research data is anything that arises from the undertaking of research, and it may be digital or physical in nature.

Researchers and research institutions should ensure that the research data they generate is managed, securely stored and - where feasible - 'discoverable'. This is known as 'Research Data Management' or 'RDM'.

Research data – whether digital or physical - needs to be stored for a minimum of 7 years, but for some funders of research – such as the Research Councils – this minimum may be 10 years or more.

Overview of the process

Preparation
- Is it appropriate for the existence of the data to be comunicated?
- If not, email library-researchsupport@nottingham.ac.uk to request access to our Private Collection.

Login
- Log into repository and deposit in the Public Collection.
- Or deposit in the Private Collection where arranged.

Description
- Create metadata record.

Upload
- Check and deposit selected data (physical or digital) if applicable.

Review
- Preview and then click DEPOSIT.

Step 1 - Preparation

- Decide what data you wish to deposit.
- Ensure that the data is tidied-up. Make sure any unnecessary material is removed and, if appropriate, the data is anonymised.
- Think about how you will describe your data; consult with colleagues if required.
- Decide whether it is appropriate for the existence of the data to be communicated globally.
- Decide whether access to the data is also to be permitted and, if so, from what date.

If it is NOT appropriate for the existence of the data to be made public, please send an email request for access to the Private Collection within the Repository to: library-researchsupport@nottingham.ac.uk.

Step 2 - Login

- Open any browser and go to https://rdmc.nottingham.ac.uk.
- Click on the Login link under 'My Account'.

- When prompted to sign in with an organisation type "nottingham", select the appropriate 'University of Nottingham' choice from the dropdown list, and then select 'Continue'.

- On the screen that appears, enter your usual University of Nottingham username and password.

- You will now be returned to the repository logged in.
- If you are ready to start your deposit, click on 'Submissions' which will now have appeared in the 'My Account' section and then 'Start a new submission'.
- Finally select the appropriate Collection from the dropdown menu and select 'Next'.

Step 3 - Description

- You can enter metadata to describe the deposit via a series of three web forms. Progress through these forms is tracked by a bar of buttons, with the first three buttons marked 'Describe'.

For each metadata field:
- an asterisk indicates if it is mandatory.
- each field is followed by some explanatory text to help explain the purpose of the field.
- information can be as either free text or from a dropdown pick list.

Table: Complete list of metadata fields

Name	Explanatory Text
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Title *	The name or title by which your deposit will be known. It is best to use a title that refers to the data as a standalone output rather than the name of an associated paper.
Alternative Title	A secondary title for your data deposit. If your dataset has an alternative title, you can add it here.
Resource languages *	The language(s) used in the dataset. You can select more than one.
Description *	Short text explaining the general aims, purpose and background to the data collection.
Creators *	Person(s) responsible for the creation of data, often the Principal Investigator(s) of the research.
Schools/Departments *	The name of the School or Department associated with the production of the dataset.
Research Institute and Centres	The name of the Institute or Centre associated with the production of the dataset (if applicable).
Contributors	Other individuals with significant involvement in the work associated with the creation of the dataset.

Name	Explanatory Text
Corporate contributors	Any corporate body/institution that was involved in producing or processing the data.
Funder (lookup) *	Select funder from list provided or select "other" if funder is not listed and fill in the name in the space provided below.
Funder (free text)	Use this field to enter the funder name if not found in the lookup above.
Grant number	The funder-assigned research grant number.
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Data Type	The types of data being deposited. For example, questionnaires, code books, interviewer instructions, videos, etc.
Collection dates	Time period during which the data was created or collected.
Temporal extent	Date range associated with the content of the dataset, for example if the data involves an historical component.
Geographic coverage	Country, region/town or other spatial/geographical information associated with the dataset.
Geographic coordinates	The geographic coordinates of the bounding box referenced by your data.
Data collection method	Means by which the dataset was created or collected. For example, data collection protocol, sampling design, questionnaire, instruments, hardware and software used, data scale and resolution.
Parent dataset	A link to a related resource, if any, from which the described dataset is derived, expanded upon or augmented. For example, a DOI or URI.
Keywords	Freeform subject keywords or phrases. These will be indexed by search engines such as Google.
Subject classification - JACS	The Joint Academic Coding System subject classification. Select the most appropriate subject(s) for your dataset.
Subject classification - LC	The Library of Congress subject classification. Select the most appropriate subject(s) for your dataset.
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Publication Date *	The date when the data deposit was or will be made publicly available.
Publisher *	If you are depositing data files in this repository the publisher is The University of Nottingham.
Associated publication DOI	A digital object identifier (DOI) of an associated publication e.g. "10.1111/jfr3.12225". Note: additional DOIs can be added following deposit by emailing library-researchsupport@nottingham.ac.uk.
Related resources	Web links associated with/relevant to this data set. For example, a link to software that can be used with the data; a website containing information relevant for the data collection; a link to a publication that uses this data set.

Name	Explanatory Text
Parent project	Project name or identifier.
Legal and ethical issues	Legal and ethical issues which might have prevented sharing (e.g. contractual obligations, sensitive data), and the steps taken to mitigate this (e.g. anonymisation and informed consent).
Additional information	Any further information relating to this data set that cannot be entered elsewhere.
Rights owner	Owner of the copyright and/or intellectual property rights of the data contained within this deposit.
Contact email address	This email address is for information for the attention of the repository administrator only and is not publicly displayed. If possible, please enter a group or shared email address.

Step 4 - Upload

- If you have digital data, you can now upload it.
- You can also indicate if there should be an embargo on this data being made available. If you request an embargo, you must give a reason for its use.

Step 4 - Review

- You now have an opportunity to review how you have described the data and/or upload additional files.
- You can view your reserved DOI at this 'Review' stage. It appears following the majority of text with the accompanying text that follows. It will be in the format:10.17639/nott.20

DOI Registration status – RESERVED

Once your submission has been reviewed by library staff, it will become public in the repository.

At this point, information about your submission will also be sent out to Datacite, after which an official Datacite DOI will be active.

This DOI has already been reserved for the submission so that you could already cite it or include it in reports.

However, please note that the DOI will only resolve after your submission has been checked and made public in the repository.

- The final step of the submission is to indicate under what license this information is to be distributed. This is an important legal requirement, and you cannot proceed without ticking the box marked "I Grant the License" box.
- Finally click the 'Complete Submission' button.

Final steps

- As indicated in the screen that appears after submission, a review step will be undertaken by UoN Libraries. We aim to check submissions and notify you of the outcome within a working week.
- If you have any questions about this process, please contact library-researchsupport@nottingham.ac.uk.