

# Nottingham Research Data Management Repository

## Public Collection Depositing Guide

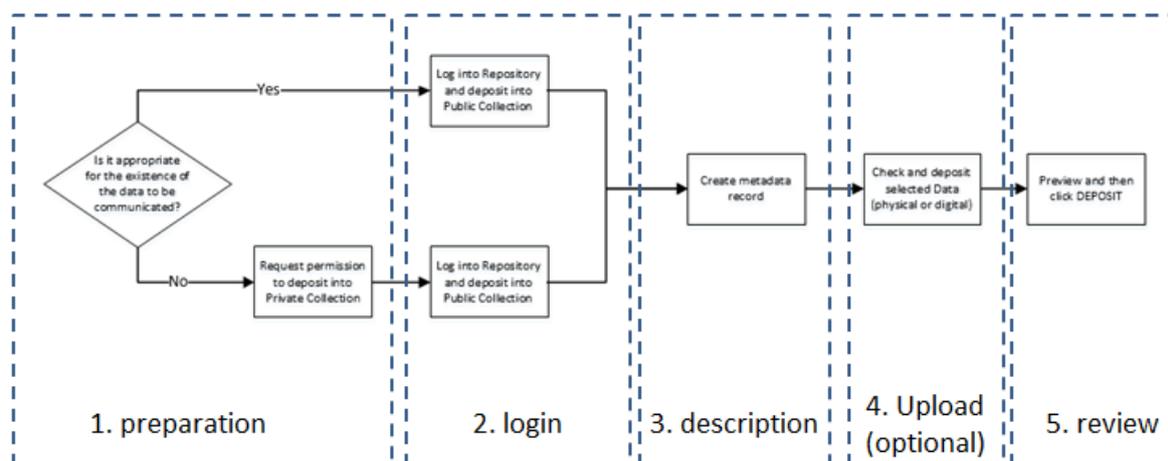
### Introduction

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

There is an expectation that researchers and research institutions will 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



The deposition process is split into 5 steps:

1. preparation
2. login to the repository
3. describe your data
4. upload your data (if applicable)
5. review, license and submit

### Step 1 – preparation

- Decide what data you wish to deposit.
- Ensure that the data is tidied-up: 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.

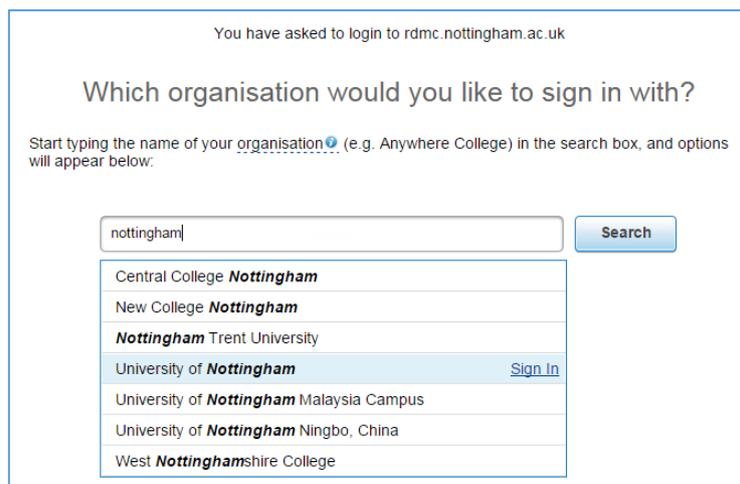
If it is NOT appropriate for the existence of the data to be made public, please send an email request for access to the Private Collection within the Repository to: [researchdata@nottingham.ac.uk](mailto:researchdata@nottingham.ac.uk)

## Step 2 – login to the repository

- Open any browser and go to <https://rdmc.nottingham.ac.uk>
- Click on the Login link on the right hand side of the screen:



- On the screen that appears type 'nottingham' before selecting one of the "University of Nottingham" choices followed by clicking the 'Continue' button:



- In the screen that appears, enter your usual University of Nottingham username and password:



**The University of Nottingham**

UNITED KINGDOM · CHINA · MALAYSIA

**The University of Nottingham**

**IDP Service**

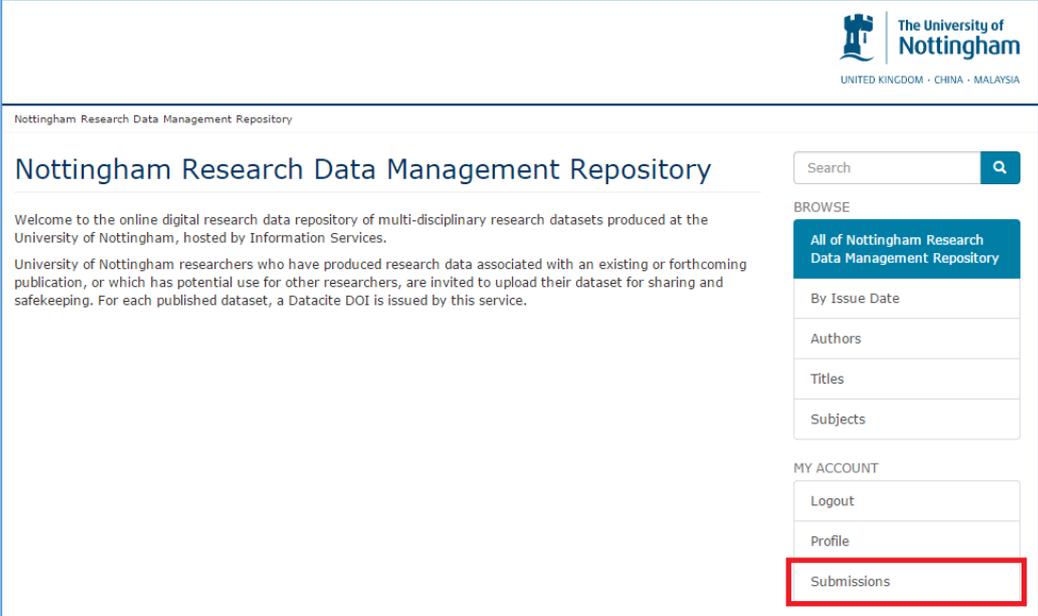
Enter your University of Nottingham Username & Password

username

\*\*\*\*\*

Login

- And you will be presented with this screen:



Nottingham Research Data Management Repository

Search

**BROWSE**

All of Nottingham Research Data Management Repository

By Issue Date

Authors

Titles

Subjects

**MY ACCOUNT**

Logout

Profile

Submissions

- If you are ready to start your deposition, click on 'Submissions', also on the right hand side of the screen, followed by clicking the 'start a new submission' link:

## Submissions

You may [start a new submission](#).

The submission process includes describing the item and uploading the file(s) comprising it. Each community or collection may set its own submission policy.

- And finally select the appropriate collection before clicking 'next':

Nottingham Research Data Management Repository > Item submission

## Item submission

Select a collection

Collection:

Public Datasets

Select a collection...

Public Datasets

Next

Search

BROWSE

- All of Nottingham Research Data Management Repository
- By Issue Date
- Authors
- Titles
- Subjects

### Step 3 – describe your data

- The metadata which describes the deposit is entered via a series of three web forms and you can see your progress in the green bar along the top (the first three boxes called 'describe'):

## Item submission

Describe Describe Describe Upload Review License Complete

### Describe Item

Title: \*

The name or title by which your data deposit will be known.

Alternative title:

A secondary title for your data deposit. If your dataset has an alternative title, you can add it here.

Resource languages: \*

N/A  
English (United States)  
English  
Spanish  
German  
French

The language(s) used in the dataset. Select one or more.

Search

Search Nottingham Research Data Management Repository

This Collection

BROWSE

- All of Nottingham Research Data Management Repository
- By Issue Date
- Authors
- Titles
- Subjects
- This Collection
- By Issue Date
- Authors
- Titles
- Subjects

For each metadata field:

- an asterisk indicates if it is mandatory.
- under each field there is some explanatory text to help explain the purpose of the field.
- information can be as either free text or from a pick list.

This is the complete list of fields (asterisk means mandatory):

NAME	EXPLANATORY TEXT
<b>Page 1</b>	
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 any associated 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.
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.
<b>Page 2</b>	
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.
<b>Page 3</b>	
Publication Date *	The date when the data deposit was or will be made publicly available.

NAME	EXPLANATORY TEXT
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 <a href="mailto:researchdata@nottingham.ac.uk">researchdata@nottingham.ac.uk</a>
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.
Parent project	
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. Never publicly displayed. If possible, please enter a group or shared email address.

#### Step 4 – upload your data

- once you have described your data, if it is digital in nature, you can upload that data into the system:

## Item submission

Describe Describe Describe Upload Review License Complete

### Upload File(s)

**File: \***

Choose File No file chosen

Please enter the full path of the file on your computer corresponding to your item.

**File Description:**

Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

**Embargo until specific date:**

dd/mm/yyyy

The first day from which access is allowed. Accepted format: yyyy, yyyy-mm, yyyy-mm-dd

Exempt University of Nottingham users from this embargo?

If this box is checked logged in University of Nottingham users will not be subject to the embargo.

**Embargo reason:**

The reason for the embargo, typically for internal use only. Optional.

Upload file & add another

< Previous Save & Exit Next >

Search

- Search Nottingham Research Data Management Repository
- This Collection

BROWSE

- All of Nottingham Research Data Management Repository
- By Issue Date
- Authors
- Titles
- Subjects
- This Collection
- By Issue Date
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- Titles
- Subjects

MY ACCOUNT

- Logout
- Profile
- Submissions

- this is also an opportunity to indicate if there is an embargo on this data being made available.
- note that, if there is an embargo, a reason must be given.

### Step 5 – review, license and submit

- there is an opportunity to review how you have described the data and/or upload additional files.
- You can view your reserved DOI at the Review stage. It appears at the bottom of the screen with the accompanying text below and in this 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 can't proceed without ticking the "I Grant the License" box first.
- Finally click the 'Complete Submission' button.

### What happens next ?

- As indicated in the screen that appears after submission, there is a review step undertaken by colleagues in LRLR:

## Submission complete

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Your submission will now go through the review process for this collection. You will receive e-mail notification as soon as your submission has joined the collection, or if there is a problem with your submission. You may also check on the status of your submission by visiting your submissions page.

[Go to the Submissions page](#)

Submit another item

- The aim is to check submissions and notify you of the outcome within a working week

If you have any questions about this process please contact [researchdata@nottingham.ac.uk](mailto:researchdata@nottingham.ac.uk)