

UWE Bristol Research Data Repository

How to upload a dataset to the Repository

Contents

UWE Bristol Research Data Repository	1
Contents.....	2
Creating a new dataset record.....	3
Deposit Agreement.....	3
Project Details.....	3
Data Files.....	3
Option 1 – your dataset is already in another repository	3
Option 2 – uploading a restricted dataset.....	4
Option 3 – upload data files.....	4
Not uploading data files.....	4
Deposit Research Data.....	4
Editing a dataset in your workarea	4
Dataset review	4

Creating a new dataset record

You will need to log in in order to upload a new dataset. Click the Login button on the [Research Data Repository homepage](#) and enter your normal UWE Bristol username and password.

You will automatically be taken to the Manage deposits screen.¹ Use the 'Add a New Research Dataset' button to start uploading a new dataset.

A new record will be created, and you can begin editing. You can navigate through the pages using either the 'Previous' and 'Next' buttons, or by clicking on the appropriate screen button (e.g. 'Project Details' if you want to add information on that screen.) You must complete information on all the screens and agree to the Deposit Agreement before you can deposit a dataset.

Deposit Agreement

You need to agree to the Deposit Agreement before you can deposit a dataset. Read through it and use the radio button at the top to accept.

Project Details

On the Project Details page you now need to enter information about your project and dataset. Fields with an orange star are mandatory and you must fill in these fields before you can deposit the dataset. Fill in all the information that is relevant to your project.

If you are unsure about any field, click the blue box containing a question mark. These boxes expand to give more information and examples about what is expected or required for that field.

Data Files

On the Data Files screen there are three different options for uploading your dataset. Choose the option that suits your needs.

Option 1 – your dataset is already in another repository

If your dataset is deposited in another repository, add the relevant details (name of repository and link to the dataset) into the 'Option 1' section. You do not need to re-upload the data files.

¹ The Manage deposits screen is your personal workarea. Datasets that you upload to the Research Data Repository will be stored here until you deposit them for review. While a dataset is still in your workarea and the Item Status is 'User Workarea' you can edit, add to, and delete information in it. Once you deposit it and the Item Status changes to 'Under Review' you can no longer make any changes.

Option 2 – uploading a restricted dataset

If you wish to upload a restricted or confidential dataset please contact lib.rke@uwe.ac.uk to discuss upload and archiving options in more detail.

Option 3 – upload data files

To upload a data file that will be publicly available, click the 'Choose File' button to upload the file or folder from your computer. You can upload multiple files to the dataset.

Fill in the mandatory information for each file, and include any extra relevant information. Remember to choose a licence for the file to be archived and licensed under – the default licence that we advise is Creative Commons Attribution-Share Alike 4.0 (CC BY-SA 4.0). For more information about Creative Commons licences please check the [Creative Commons website](#) or contact repository@uwe.ac.uk.

Not uploading data files

If you only wish to deposit metadata, not the data files themselves, you can skip over the Data Files screen and proceed to the Deposit Research Data screen.

Deposit Research Data

On the Deposit Research Data screen an orange warning box will inform you if you have not completed any required fields. You will need to fill these in before depositing the dataset.

If you have finished editing and are ready to deposit, click the 'Deposit Item Now' button to move the dataset to a review area where it will be checked by the Repository Team. The Item Status will change to 'Under Review'.

If you want to take a break and resume editing at a later date, click the 'Save for Later' button to keep the dataset in your workarea. You can come back to it on the Manage deposits page and resume editing when you are ready.

Editing a dataset in your workarea

To edit a dataset saved in your workarea, go to the Manage deposits screen and click on the edit button next to the dataset in your deposits list. The edit button appears as a pencil and paper.

Dataset review

Datasets are not made publicly discoverable on the Research Data Repository until they have been reviewed by the Repository Administrator. The team will contact you with any queries.