Manual DataverseNL

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1. About DataverseNL

1.1. What is DataverseNL

DataverseNL is a midterm repository for research data that takes care of good archival practices while researchers can keep control, share, and get recognition for their data. It is also suitable for registration of your research data. DataverseNL is supported by the University Library. At this moment, there are no extra costs for the researcher when using DataverseNL. Funders and publisher often require research data to be FAIR. By using DataverseNL you are in line with these requirements. Please find the contact details per faculty in the table:

<table>
<thead>
<tr>
<th>Curators</th>
<th>FASoS</th>
<th>FHML</th>
<th>FSE</th>
<th>FPN</th>
<th>LAW</th>
<th>SBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maria</td>
<td>Olay</td>
<td>Erik</td>
<td>Data Management FPN</td>
<td>Fieke</td>
<td>Greg</td>
<td></td>
</tr>
<tr>
<td>Fieke (back-up)</td>
<td>Maria (back-up)</td>
<td>Fieke (back-up)</td>
<td>Maria (back-up)</td>
<td>Fieke (back-up)</td>
<td></td>
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</tbody>
</table>

1.2. Advantages of DataverseNL

- You meet grant requirements as funders consider DataverseNL a trusted repository
- Publishers recognize DataverseNL as a reliable repository
- Preserving data in DataverseNL increases the impact and visibility of your research
- DataverseNL is a safe environment for storage of your research data
- You can manage access and reuse of your own data
- By registering and (where possible) depositing your dataset in DataverseNL you meet a basic level of the FAIR principles (your data are findable and access conditions are described), which is in line with the ambition of Maastricht University to be fully FAIR by 2023.

2. Get started

When you login to DataverseNL for the first time, an account will automatically be created:
Select ‘Institutional Login’:

 ![Institutional Login](image)

Select ‘Maastricht University’ and login with your UM username and password.

You now have a DataverseNL account but it is not possible for you to add datasets to the repository yourself. To create a dataset follow the steps listed below.

3. Request a dataset

To archive or register your data in DataverseNL, request a dataset from the data steward of the faculty.

The data steward will create your dataset within the dataverse of your department. A persistent identifier or PID (i.e. a long-lasting reference to your digital resource) will automatically be provided by DataverseNL. Once the data steward has created and given you access to this dataset, DataverseNL will send you a notification via e-mail including a link to the dataset.

DataversNL is made up of dataverses and datasets. A dataverse is a container for datasets and other dataverses:

![Schematic Diagram of a Dataverse in Dataverse 4.0](image)

In general, the dataverse of Maastricht University is arranged as follows:

- Dataverse Maastricht University, contains;
  - Dataverses of each faculty, contains;
    - Dataverses of each department/capgroups/research groups, contains;
      - Datasets

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A **dataset** is a container for your data, documentation, code, and the metadata describing the dataset:

![Schematic Diagram of a Dataset in Dataverse 4.0](image)

Container for your data, documentation, and code.

### 4. Fill in the metadata and upload the files

#### 4.1. Fill in the metadata

When archiving a dataset in a repository, the researcher must provide metadata to describe the dataset (e.g. author, title, description of the dataset). By providing sufficient metadata, a (future) user or computer will be able to find the data and understand what the dataset entails. Note that this section of the manual is about metadata at dataset level. Metadata also exist at file level to describe individual files (e.g. metadata of a digital image describe how large the picture is, the resolution, when the image was created, etc.), but that is beyond the scope of this manual.

1. Go to your dataset using the link sent to you by DataverseNL:

   [Image of email notification]

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2. Login to DataverseNL as described above (under ‘Get started’)
3. Go to the tab ‘Metadata’
4. Click ‘Add + Edit Metadata’

5. Fill in or adjust the required fields (indicated by an asterisks ‘*’):
   a. Adjust the ‘Title’
   b. Adjust the ‘Author(s)’ of the dataset
      (Click the ‘+’ sign to add an author)
   c. Fill in the person of ‘Contact’
      Note that you can add persons of contact (e.g. your supervisor or PI), but please leave the data steward of the faculty as point of contact as well to ensure access to the dataset for the required 10 years after the final publication of the relevant data.
   d. Add a ‘Description’ of the dataset, e.g. a description of what the dataset is about and entails or the abstract of your publication.

Note that by hovering over the questions marks you get information about the specific metadata fields.

Increase the findability of your dataset

In addition to filling in the required metadata fields, it is good practice to provide more information about your dataset by filling in as much metadata fields as possible. This increases the findability of your dataset, thereby also enhancing your visibility as a researcher.
Some tips:

- Fill in the **ORCID** of all authors:
  Select ‘ORCID’ under ‘Identifier Scheme’ and fill in your ORCID in the ‘Identifier’ field

- **Provide keywords**
- If your dataset underlies a publication, refer to the **Related Publication**, select ‘DOI’ under ‘ID Type’ and fill in the DOI of your publication under ID Number. 
  *Note that only accepted publications have a DOI.*

- When registering your publication in PURE, link between this publication and the corresponding dataset by providing the PID of the dataset.

**4.2. Upload the files**

Go to the tab ‘Files’ (1) and select ‘Upload Files’ (2). It is possible to restrict access to (part of) your files. Use the checkboxes to select the files you want to restrict (3), click on ‘Edit Files’ (4) and select ‘Restrict’ (5). In the pop-up notice you can add the terms/conditions for access to your files. In addition, you can check the box ‘Enable Access Request’.

- Please choose **standard formats** for your uploaded files.
- To increase the re-usability of your dataset, also upload the documentation needed to understand the data.

- It is allowed to deposit **datasets containing personal data** in DataverseNL under certain conditions:
  - Sharing of data has to be communicated transparently to the data subject in the informed consent form.
  - The dataset has to be **pseudonymised** and can be encrypted (before uploading the files) for additional security.
  - It is mandatory to deposit personal data under ‘**restricted access**’.
  - **Personal data may not be made public in metadata or file names**, except for personal data necessary for the accountability of the dataset (i.e. the author(s)).

5. Terms of Use

By default the Terms of Use for your dataset is ‘**CC0 – Public Domain Dedication**’. Unless you want to make your data publicly available, adjust the Terms of Use. Go to the tab ‘Terms’ (1) and click ‘Edit Terms Requirements’ (2). Check the box ‘No, do not apply CC0 – Public Domain Dedication’. Check the box ‘Enable access request’ and fill in the fields to describe under which conditions and how access will be provided, for example by using other **CC licenses**.

6. Publish a dataset

You cannot publish the dataset yourself. If you want to publish the dataset, click ‘Submit for Review’.
You will get a notification that your dataset is under review:

The data steward will curate the (meta)data. If the (meta)data are of sufficient quality your dataset will be published, otherwise you will be asked to make some modifications before publication of the dataset.

Note that, once published, no changes to the metadata and dataset can be made without creating a new version. Minor versions (e.g. v1.1) are created after a small metadata change such as changing a keyword. Major versions (e.g. v2.0) are created after a substantial metadata change - such as adding an author, changing the title or changing access conditions – or after a file change.

7. Access to the dataset for external parties

1. It is possible to create an account for external researchers/collaborators:
   The external researcher has to login to DataverseNL, click ‘Create an account’, fill in all required fields and agree to the terms and conditions that apply to DataverseNL.

2. You cannot connect this account to the dataset yourself.
   Please contact the data steward to give the external researcher permission to access the dataset (as a ‘Contributor’ or ‘File Downloader’, depending on what the other person is allowed to do with the dataset).

8. Leaving the institution

If you leave the institution and want to keep access to your dataset, please contact your data steward to discuss the possibilities.

9. Disclaimer

The data steward will support you when archiving your dataset. However, please note that the researcher is ultimately responsible for the quality of the dataset and that the dataset does not contain privacy-sensitive (personal) data.
10. Additional information

Find additional information on:
- The DataverseNL User Guide
- FAQ DataverseNL
- The DataverseNL service page of the University Library
- The RDM portal

Version: 1

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