TU Wien Research Data Upload Guide

Get started

TU Wien's institutional research data repository [TU Wien Research Data] as well as related FAQs can be found at the following address: https://researchdata.tuwien.at/.

You can **search** **(1)** the repository for publicly available records directly from the home page without having to log in. Log in is only required if you want to **upload** files. In this case, simply click on "Log in" **(2)** and enter your TU Wien username and password. Then navigate to "My Dashboard" **(3)** " and click on "New upload" **(4)** as depicted in Figure 1.

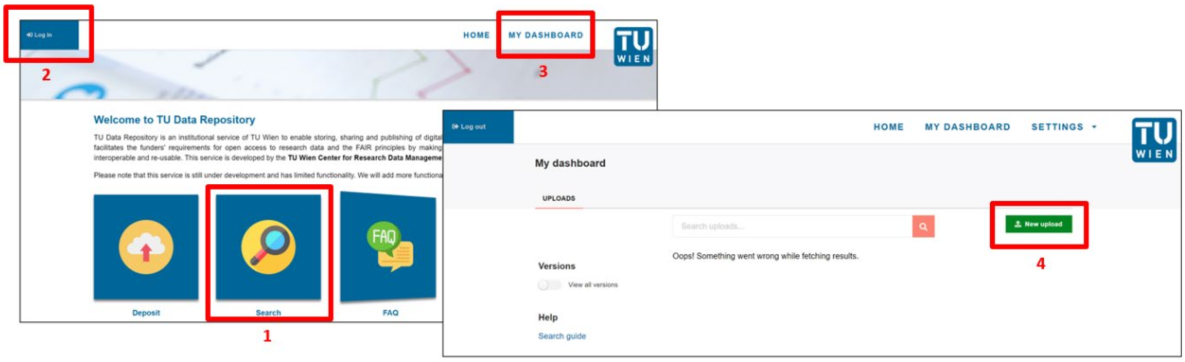

Figure 1: Homepage and dashboard

Upload your data

The upload process is easy: You provide the relevant data files (drag and drop or choose and upload files), fill in the metadata fields, press the publish button and automatically get a DOI for your record. But before you start, have a look at Figure 2, the following general information, and further sections.

(A) Regardless of whether you are uploading new files or editing a record, the changes you make will only be applied after you click "Save draft". For the upload to be visible at all, or for the changes to be accessible to other users, you must select "Publish" after saving the changes. You can use the "Preview" button to check how your complete record will look like.

Please note: Published files cannot be deleted! Once you have published your record in the repository, you can still edit the metadata, but not the uploaded files. To add other files to your record, you must create a new version. All metadata is taken over and you can also directly take over the files of the previous record, as well as upload new data.

(B) It is possible to create a record that only contains metadata and assign a DOI. In this case, no data files are uploaded.

(C) If you have already stored your data elsewhere and it is deposited with a DOI, you can still create a record in TU Wien Research Data and enter the existing DOI.

(D) You can decide on the visibility of your data:

- To make the full record (data and metadata) visible to the public, set both sections, "Full record" and "Files only", to "Public". With this setting, you provide open access to your data.
- If you would like to restrict the access to your data and provide only the metadata and contact details for further information, set "Full record" to "Public" and "Files only" to "Restricted".
- To hide the entire record, set "Full record" to "Restricted".

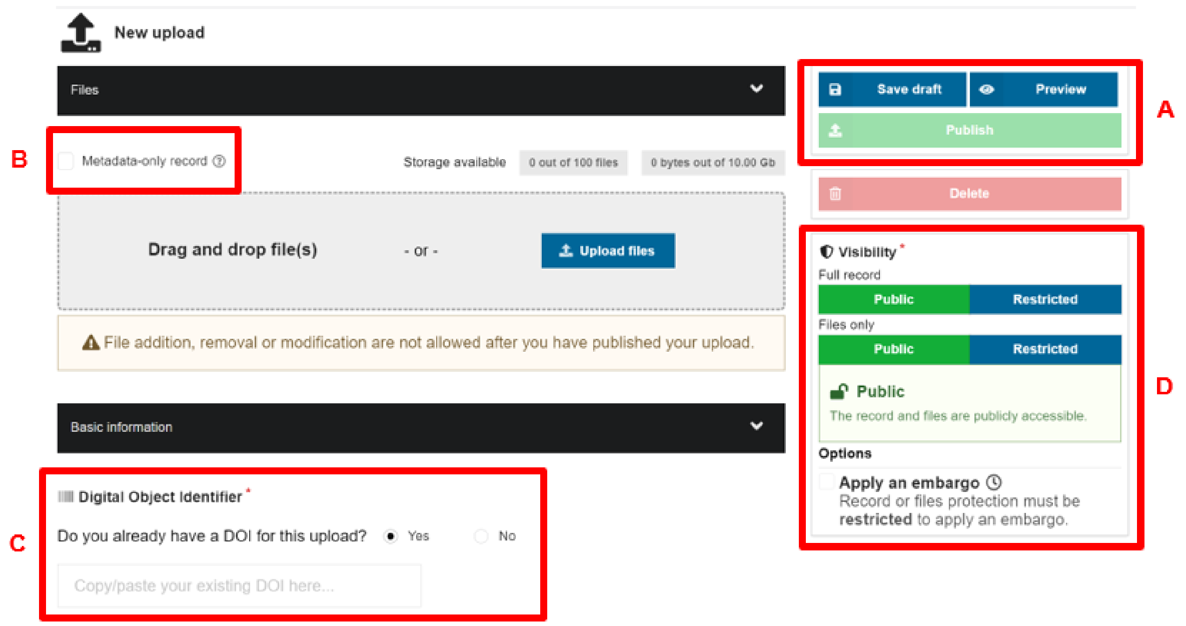

Figure 2: Top section of the upload page

If you assign restrictions, you can impose a time-limited embargo that makes your record publicly available on a defined date. And you can allow others to access restricted records by specifying users and their rights within the record (this feature will be added in a future release) or by creating and sharing a link. When you share a link, you can choose between several options:

- “Can view”: Anyone with the link is able to read the published versions of the record, regardless of whether they are public or restricted.
- “Can preview”: Anyone with this link is able to read the published and unpublished versions of the record.
- “Can edit”: Anyone with an account and this link can edit all versions of the record.

Prepare files for upload

You can upload one or more files. If you are working with a large number of individual files or would like to keep the folder structure of your data, it is recommended to create a .zip folder (or similar) and then upload the entire file. Please note that if you want to make one part of the data publicly available and the other part restricted, you should separate the data and upload it in separate records of the repository.

Please upload only data or metadata that have been previously curated by you or someone you trust. Long-term storage of data/metadata in public repositories should be used for data that deserves to be stored, that means data that can enable researchers (those who obtained the data in the first place or others) to reuse them in the future. Examples of data documentation are readme files, laboratory notebooks, questionnaires, codebooks, or project reports.

Very handy: You can **reserve a DOI** upfront. This allows you to include the DOI in the dataset itself and to refer to the data e.g. in related publications even though it has not yet been published. Simply fill in the required metadata fields, answer the DOI question (see **(C)** in Figure 2) with no and click on the “Get a DOI now!” button. The text field above will display the DOI that your record will have once it is published. This will not register the DOI yet, nor will it publish your record so you can still update the files.

Provide information (administrative metadata)

The fields **resource type**, **title**, **publication date** and **creators** are mandatory. While **description** is not required, we encourage you to provide a description of the (meta)data as accurate as possible to give a quick overview of the content and to enhance the visibility of your record.

We distinguish between **creators** and **contributors**. Creators are the persons who conducted the research that led to the creation of the resource. They are responsible for the content of the uploaded files. Contributors contributed to the development of the resource. Please note: Creators are displayed in the citation text, contributors are not.

In the **subjects** box, you can provide keywords that describe your field of science. This will enhance the findability of your record.

Please select a **license** from the drop-down menu under which your data will be made available. If you do not choose a license, the Austrian copyright law (very restrictive!) will be applied.

The **publisher** is a (natural or legal) person that holds, archives, publishes prints, distributes, releases, issues research data. In our case, this is TU Wien, therefore the field is prefilled accordingly.

Funding information can be added under “Add custom award” in the **awards** section.

Connect related works

In the last section you can reference relevant works, but also provide links to multiple records if your upload contains both public and restricted records in the repository. By using identifiers, you can directly reference the data. This can also be used to link the metadata that describes your data to the data file.

Crosslinks increase the visibility of related publications and help others to recognise and understand the context in which your resource is set. Mandatory fields are the relation between your record and the related work (drop down list) and the permanent identifier of the related work. Additionally, you can select a resource type that specifies the related work.

Additional Features

Communities

A community contains a curated collection of records. It has members (persons or groups) with defined roles (reader, curator, manager, and owner, see Figure 3) and is owned by one or more owners.

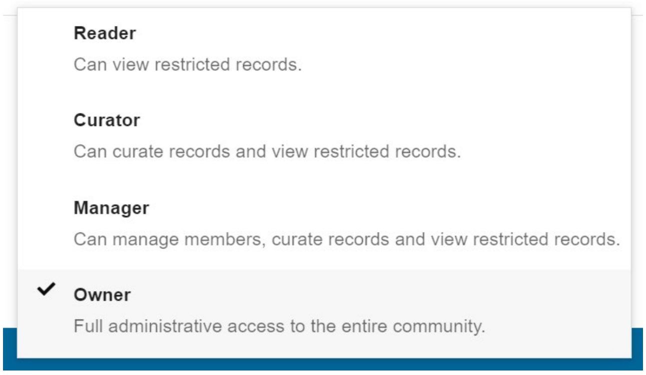

Figure 3: Roles in communities

To submit a new record to an **existing community**, use the “Select a community” button at the top of the upload page. The owner of the community will decide on your submission request (see below).

To create a **new community**, go to the “Communities” tab in the header. There, you will be referred to an e-mail for a creation request. The repository team will set up a community for you and provide you with the role owner, manager or curator depending on your use case.

As a community owner/manager/curator, you will be able to invite members to your community. The invited user can accept or decline the invitation and in addition have a conversation with you. We strongly recommend that the owner/manager/curator assigns the invited user the **role reader**.

Owners/managers/curators can see **submission requests** in the “Requests” tabs. They can have a conversation with the submitter, as well as preview the record draft (see Figure 4) and accept or decline the requests. Accepting record submissions into communities **entails the publication of the record**.

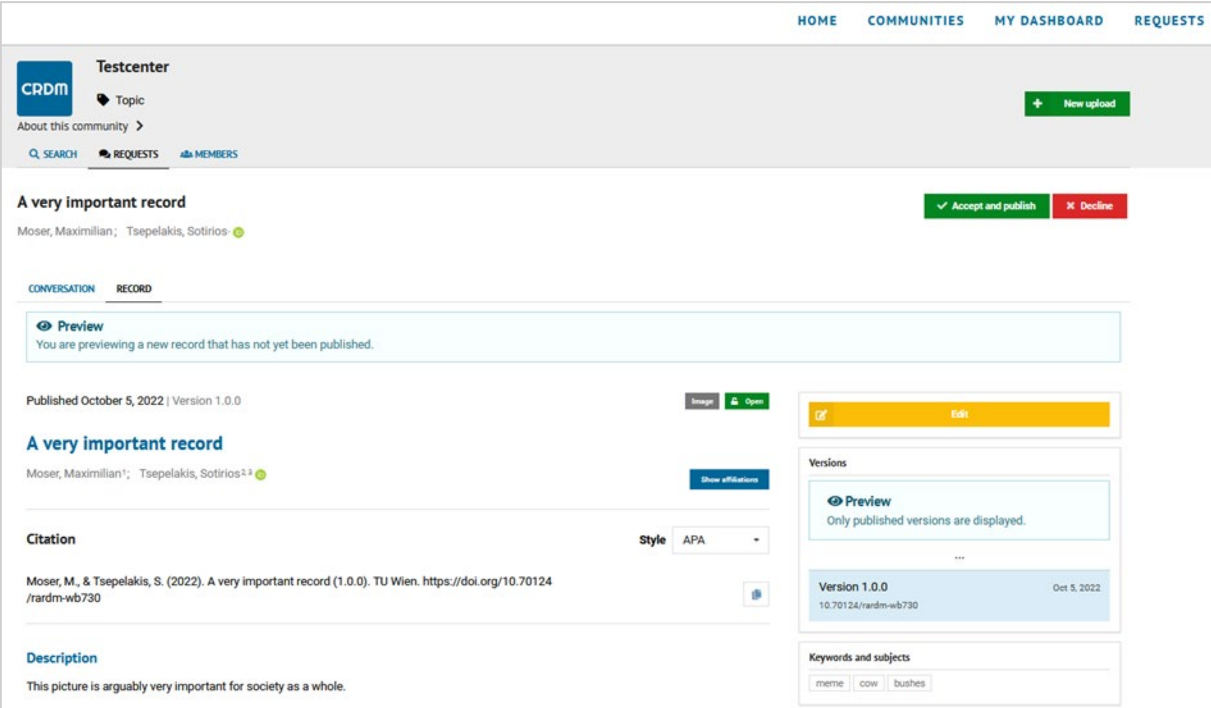

Figure 4: Owner's view of a submission request

Both, the submitter and the owner/manager/curator can edit and update the record under review until it is published. Once published, the record is owned by both, the submitter and the community.

A community can be **restricted or public**: If the community is public, any user can see it and for example send records for submission, together with a message. Please note: Public records cannot be added to restricted communities. Restricted communities are only visible for members.

Contact us

If you have any questions or would like to seek further advice, please contact the repository team:

tudata@tuwien.ac.at

In case of technical issues, you can contact the Service Center of TU.it:

- Ticketsystem Online Portal
- Hotline 01 588 01 42002
- help@it.tuwien.ac.at