

Upload Guide for TU Wien Research Data

CONTENT

1	CHECKLIST TO PASS THE DEPOSIT REVIEW	2
1.1	Data	2
1.2	Metadata	2
2	DATA DEPOSIT	3
2.1	General information	3
2.2	Prepare files for upload	3
2.3	Create a record and upload your data	4
2.4	Provide descriptive metadata	6
2.5	Connect related works	7
2.6	Review and publish your record	7
3	ADDITIONAL FEATURES	8
3.1	Communities	8
4	CONTACT US	9

1 Checklist to pass the deposit review

Our priority is to ensure that your data is FAIR (Findable, Accessible, Interoperable, and Reusable) and persistent. To achieve this, our repository team reviews your uploads and provides feedback if there are any inconsistencies or missing information before your data is published. This additional review helps maintain high-quality content and enhances security for both you, as the data provider, and the users of your data. The following list helps you to check if your new record is ready for review.

1.1 Data

☐ **Preservation-friendly file formats**

Uploaded files should be in preservation-friendly formats (CSV, TXT, PDF/A, TIFF, etc.). Proprietary and little-used formats should be avoided as they will make further uses down the line difficult. If proprietary formats must be used, they should be supported by additional documentation or alternative open formats. See the FAQ entry “Which file formats are recommended?” for more information.

☐ **Structured and organised files**

Keep files organised within clearly defined, logical structures, for example, by date, type, or analysis. Include README files that describe the contents and any special instructions for use. Use consistent and meaningful file names that reflect the file content, avoiding spaces and special characters.

☐ **Ethical and legal compliance**

Ensure compliance with ethical guidelines and data protection laws, such as anonymising sensitive personal data where required. Obtain necessary permissions for third-party data or copyrighted material.

☐ **Data integrity**

Verify that uploaded files are complete, uncorrupted, and functional.

1.2 Metadata

☐ **Detailed description**

Thoroughly describe your dataset, including the aim or intention of the dataset, how it was created, and anything else necessary to reuse it. Include keywords to enhance discoverability.

☐ **General metadata quality**

Fill out all mandatory metadata fields accurately and as completely as possible. Add additional metadata to improve usability and context, such as contributors' roles, funding information, or geographic or temporal coverage.

☐ **Supplementary documentation**

Include supplementary material such as codebooks, data dictionaries, software, or processing scripts that facilitate reuse and understanding.

☐ **Appropriate licenses**

Choose a license that clearly defines usage rights and permissions, such as Creative Commons. Ensure the selected license aligns with institutional, funder, and legal requirements.

☐ **References and links**

Reference any works cited externally to the data set, for example, related publications, datasets, or resources that might enrich the context of the dataset itself. If possible, attach a DOI or persistent identifier for those reference items.

☐ **Versioning and updates**

If submitting an updated dataset, provide clear versioning information and a summary of changes.

2 Data deposit

2.1 General information

TU Wien's institutional research data repository, TU Wien Research Data, related FAQ, and the Upload Guide can be found at the following address: <https://researchdata.tuwien.at/>.

The deposit of data is easy and consists of the following steps:

1. Select and prepare data: Choose data that is well-documented and worth to be archived.
2. Deposit data: Upload your files and provide descriptive metadata - the more, the better.
3. Start the review process: The repository team will check your entry and give advice where required.
4. Publish record: You will automatically get a DOI that can be used for citations.

The checklist in section 1 helps you to fulfil the quality standards for your data and metadata.

2.2 Prepare files for upload

Please upload only data or metadata previously curated by you or someone you trust. Long-term storage of data/metadata in public repositories should only be used for data that has scientific relevance and is prepared and documented in a way that allows researchers (yourself and others) to understand and reuse the data in the future.

You can upload one or more files per record. When your data consists of many files, you can group them in zip bundles according to their content or file format to make uploading and downloading easier. In this case, we strongly recommend sanitising the generated zip archives before upload. It is important to double-check and clean the list of files that are included in the bundle, as some files (like Thumbs.db) can be useless or confusing for others and distracting in file listings, or potentially even reveal some personal information.

Please note that if you want to make one part of the data publicly available and another restricted, you should separate the data and upload it in separate records. The total file size per record is limited to 75 GiB. If you require higher quotas, please contact the repository team.

It is recommended to add a README file to your record to provide information on the kind and source of the data, its structure, technical information, parameters/variables/codes/symbols used, column headings, etc. The upload of additional documentation files, like laboratory notebooks, questionnaires, codebooks, or project reports is also welcome.

You can reserve a DOI for your record and include it in your files before you upload them. See below (G) for more information.

2.3 Create a record and upload your data

To start your deposit, log in (A) by selecting “Technische Universität Wien” and entering your TU Wien username and password. Then, navigate to “My Dashboard” (B) and click on “New upload” (C). Alternatively, you can take the shortcut via the “Deposit” tile (D) on the home page.

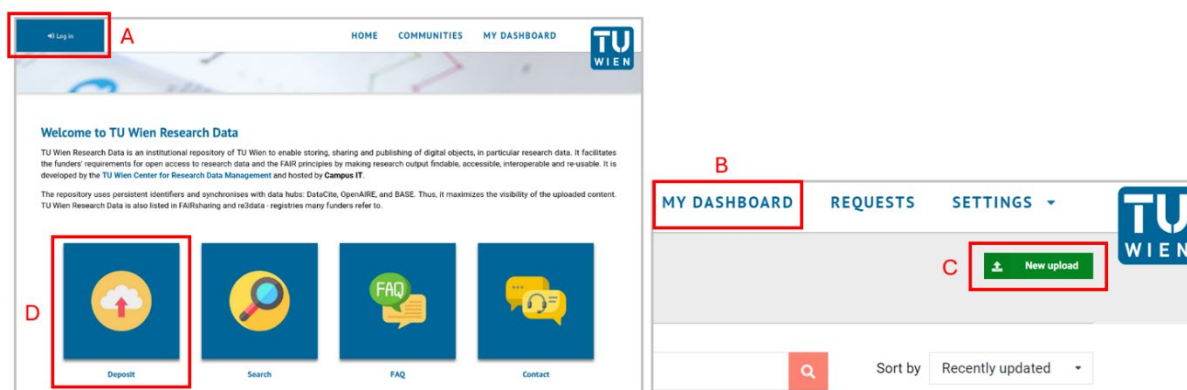


Figure 1: Home page and dashboard

This takes you straight to the upload screen (see Figure 2), which is generally self-explanatory. Start by providing your relevant data files by dragging and dropping them to the field or selecting them in your Explorer. Then, fill in the metadata (see section 2.4 for explanations) and specify the accessibility of your data. The following information will help you on your way:

- Whether you upload new files or edit a record, your changes will only be applied after you click "Save draft" (E). You can use the "Preview" button to check how your complete record will look like. After clicking the "Share" button, you can create a "Preview Link" or an "Edit Link" to share your draft with selected persons.
- For the upload to be visible to other users, you must publish the draft (see section 2.6). **Please note:** Published files cannot be deleted! Once your record has been published, you can still edit the metadata (without further review) 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 from the previous record and upload new data.
- It is possible to create a record that contains metadata only (F) and assign a DOI. In this case, no data files are uploaded.
- 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 (G). Also very handy: If you are not ready to publish your record yet but need the DOI, for example, to add a link to the data in a paper or report, you can reserve a DOI before publication. Simply fill in the required metadata fields, answer the DOI question (G) with no, and click the "Get a DOI now!" button. The text field above will display the DOI reserved for your record. This step will not register the DOI yet, nor will it publish your record so you can still update the files.
- You can decide on the visibility of your data (H):
 - To make the entire 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 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”.

The screenshot shows the top section of the upload page. It includes a 'Files' section with a 'Metadata-only record' checkbox (labeled F), a 'Storage available' indicator, and a 'Drag and drop files' area. Below this is a 'Basic information' section with a 'Digital Object Identifier' field (labeled G) and a 'Resource type' dropdown. On the right side, there is a 'Draft' section with 'Save draft' and 'Preview' buttons (labeled E), and a 'Visibility' section with 'Full record' and 'Files only' tabs (labeled H). The 'Full record' tab is set to 'Public', and the 'Files only' tab is set to 'Restricted'. A 'Public' status is indicated with a green lock icon.

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. Additionally, you can allow others to access restricted records by specifying users and their rights within the record or by creating and sharing a link. When you give access to others, you can choose between several options:

- “Can view”: Any specified user and anyone with the link can read the published versions of the record, regardless of whether they are public or restricted.
- “Can preview”: Any specified user and anyone with the link can read the published and unpublished versions of the record.
- “Can edit”: Specified users and anyone with the link can edit all record versions if they have a valid TU Wien Research Data account.
- “Can manage”: Any specified user can manage the record. This access right cannot be given if you share the link.

As long as the landing page with the metadata is visible to others, they can also actively request access to restricted files via the form shown in Figure 3.

Files

Restricted

The record is publicly accessible, but files are restricted to users with access.

Request access

If you would like to request access to these files, please fill out the form below.

You are currently not logged in. Do you have an account? [Log in here](#)

Your email address *

@ Email address

Your full name *

Full name

Request message

☐ I agree to that my full name and email address is shared with the owners of the record

Request access

Figure 3: Access request form for restricted data.

You can control for whom this form is available via the settings in the same share modal as the other sharing features. The feature can be made available for either authenticated users, unauthenticated guests, both, or neither. Also, you can provide a text that will be displayed on the request form, for example, to provide a sort of agreement that needs to be met before you give out access permissions.

2.4 Provide descriptive metadata

Providing good and meaningful metadata helps others (and search engines) to find your data.

The fields **resource type**, **title**, **publication date** and **creators** are mandatory and therefore marked with a red asterisk (all other red asterisks can be ignored – this is a known issue that will hopefully be resolved soon). The **description** is not, but we strongly encourage you to describe the (meta)data as accurately as possible to give a quick overview of the content and to enhance your record's visibility.

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. People who are added as creators or contributors can be assigned specific roles. This additional information is purely descriptive and does not affect the person's rights and permissions within the repository. The role names are based on the DataCite metadata schema.

In the **subjects** box, you can provide keywords describing 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, or issues research data. In our case, this is TU Wien; therefore, the field is prefilled accordingly.

Funding information can be added manually under “Add custom award” (enter via the “Add custom” button) in the **Awards/Grants** section if you wish. Choose a funder and add the grant information like number, title, and URL. The standard award field (“Add award” button) can be ignored. It is planned to connect it to TISS in the future.

2.5 Connect related works

In the last section, you can reference relevant works and provide links to multiple records if your upload contains public and restricted records in the repository. By using identifiers (like the DOI), you can directly reference the data.

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 **type of relation** between your record and the related work (drop-down list) and the permanent **identifier** of the related work along with the identifier’s **scheme**. Additionally, you can select a **resource type** that specifies the related work. Note that selecting a **relation type** here is not an exact science, just pick one that’s close enough.

The **References** field at the bottom can be ignored. This field is known to be redundant, and it will be deleted from the deposit form in the future.

2.6 Review and publish your record

Well done, you are almost ready to publish your data! There are only three steps left: To make sure that everything is OK and that your data is FAIR (findable, accessible, interoperable, and reusable), we introduced two levels of quality assessment before the actual publication:

- Step 1: Take the checklist in section 1 and carefully check your data and metadata. Adjust them where required.
- Step 2: Click the “Start publication process” button to start the official review process. This process is required for all new uploads. The repository team will check and accept your record. Making changes to accepted records before publication will restart the review process. Depending on your notification settings in the user profile, you will get notified about every step in the process.
- Step 3: When the record’s status has changed to “Accepted”, the “Start publication process” button is replaced by a “Publish” button. You can publish the record by clicking it. Once your record has been published, you can still edit the metadata without further review.

Reminder: In contrast to the metadata, published files cannot be deleted or changed! To add other (updated) files to your record, you must create a **new version**, which will need to be reviewed again.

3 Additional Features

3.1 Communities

A community contains a curated collection of records. It has members with defined roles (reader, curator, manager, and owner, see Figure 4) and is owned by one or more owners.

Reader	Can view restricted records.
Curator	Can curate records and view restricted records.
Manager	Can manage members, curate records and view restricted records.
✓ Owner	Full administrative access to the entire community.

Figure 4: Roles in communities

To submit a record to an **existing community**, go to “Communities” → ⚙️ → “+ Submit to Community” at the right side of the record’s landing page. The community owner 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 of owner, manager or curator, depending on your use case.

As a community owner/manager/curator, you can invite members to your community. The invited user can accept or decline the invitation and, in addition, have a conversation with you. We 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 converse with the submitter, preview the record draft (see Figure 5), and accept or decline the requests. They can also edit the record.

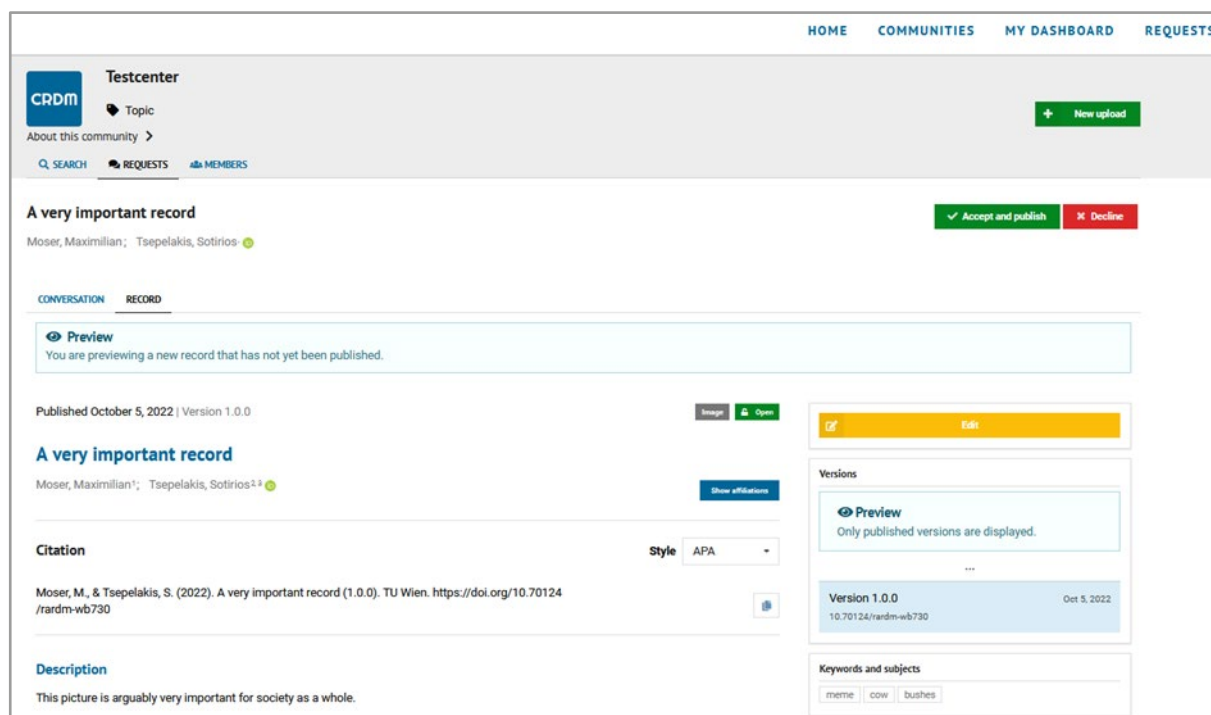


Figure 5: Owner's view of a submission request

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 to members.

4 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 Campus IT Service Center:

- [Ticketsystem Online Portal](#)
- Hotline 01 588 01 42002
- help@it.tuwien.ac.at