

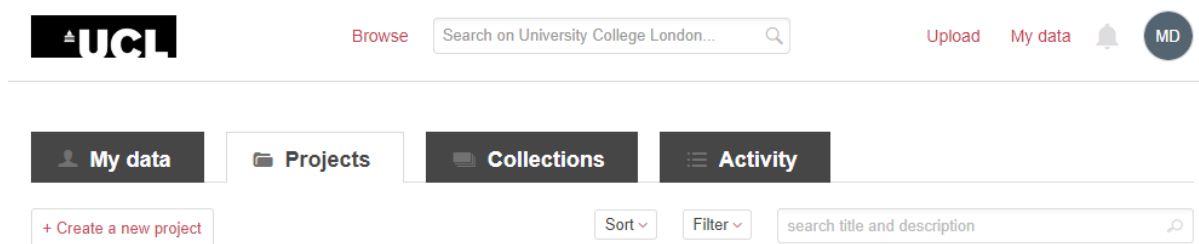


## UCL Research Data Repository

### Instructions on how to create a project

Projects are collaborative spaces used for ongoing work. You can upload data that is in progress and have users make comments. You can also collaborate with people from outside UCL by inviting them to your project.

1. Click on the 'Projects' tab on the homepage.
2. Select '+ Create a new project'.



3. Next a record interface will appear where you need to add metadata fields describing your project.
  - a. Start by adding a title.

Title

Add a meaningful title

- b. Add a description of your project.

Description

Please describe your project. Include as many details as possible.

- c. Add a source of external funding for your project. You can add multiple grants – use the return key to add another funding. If your research is not funded please enter ‘Not funded’. If you have funding from your department, please enter ‘Internal funding’.

#### Funding

Search grant by name/number or add your own

+ [Add another grant](#)

- d. Choose the type of your project. Type of project is by default set to the individual one so when you create an individual project you do not need to change this. To use group storage, select the group option and find the relevant group.

#### Project Type

Once saved, this cannot be changed

☒ individual ☐ group

- Everyone uses their own quota and account storage.
- People take their work with them if they leave the project.
- Items are created using the metadata schema of the submitter

or:

#### Project Type

Once saved, this cannot be changed

☐ individual ☒ group

Select group ▼

- Submitters' quota will not be used, storage allocation comes directly from the project.
- All work is stored on institutional storage and remains within the project space if people leave.
- Contributors must adopt the metadata schema of the project owner.

- e. On the top right hand side of the screen you are visible as the project owner. The system adds your name automatically.

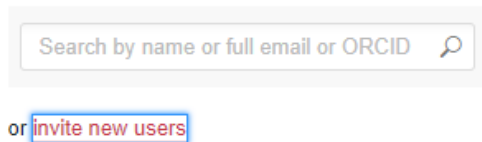
#### Members

Owner \_\_\_\_\_



**Marzena Dybkowska**

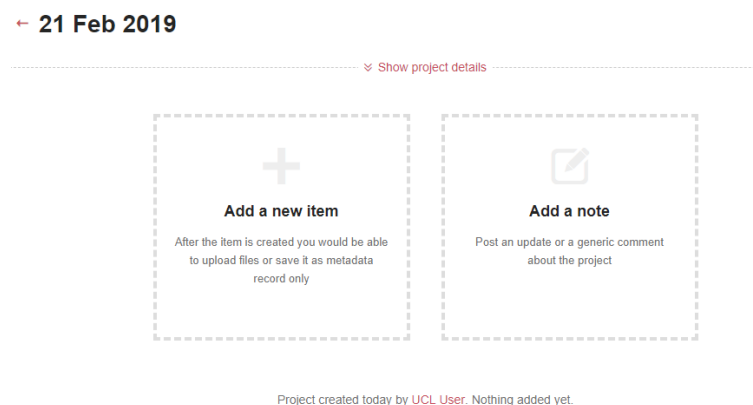
- f. Add users to the project by searching on the right hand side. Add users not currently on Figshare by clicking on the 'invite new users' link. Assign roles to users: they can either be collaborators or viewers. Collaborators can comment on the project and the data within it and upload items, while viewers can only view the data. The project owner, collaborators, and viewers cannot edit another uploader's items. Items must be downloaded, edited, and re-uploaded to the project.



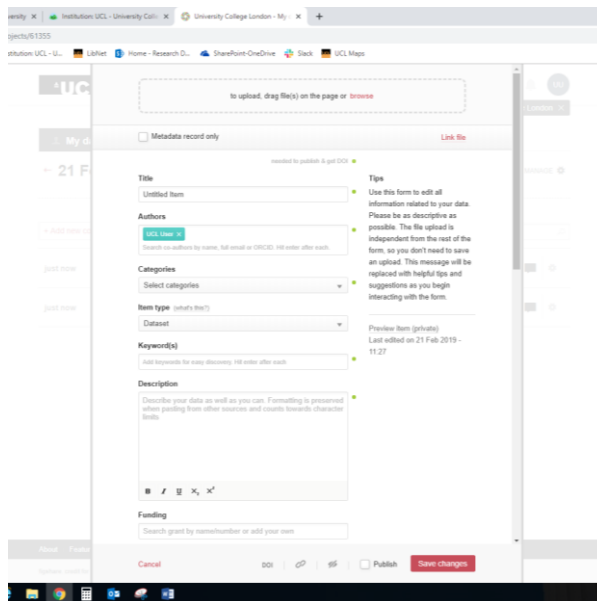
- g. If you choose 'Cancel and go back' you will lose your project record.
- h. Click on the button 'Save changes'. After doing this you will be able to edit your project details but changing the project type is not possible.

#### 4. Add a new item to a project

- a. After clicking 'Save changes' you will be presenting with these two options:



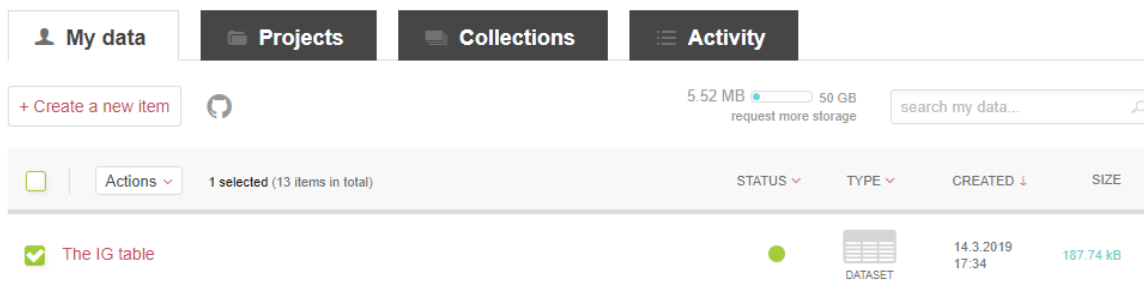
- b. By clicking on 'Add a new item' an item form will appear on the screen and you could create a record for your dataset or a metadata-only record. Please, follow the instructions accordingly.



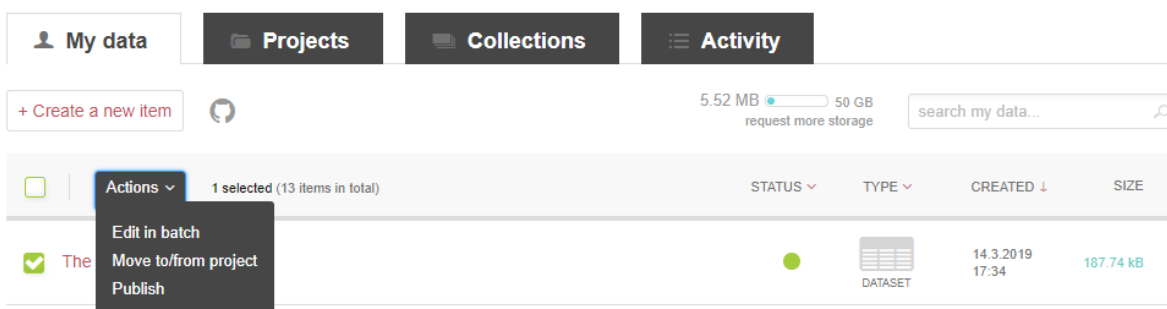
c. After publishing the new item and accepting it by a reviewer the new published item will appear in your project.

## 5. Adding an existing item to the project.

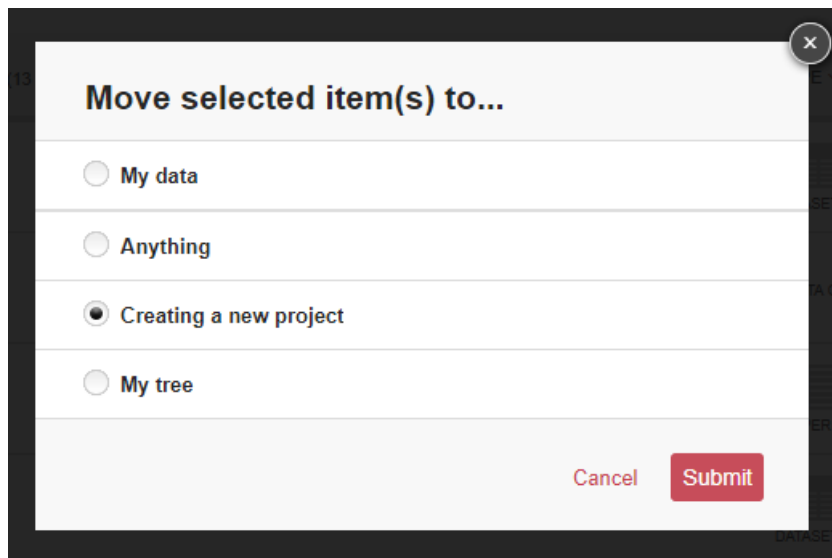
a. Select an item in 'My data'. It can be a published or private one.



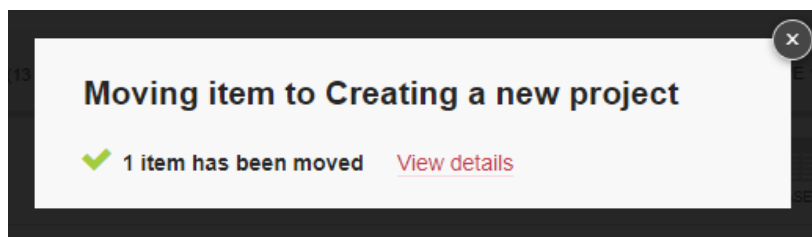
b. In 'Actions' choose 'Move to/from project'.



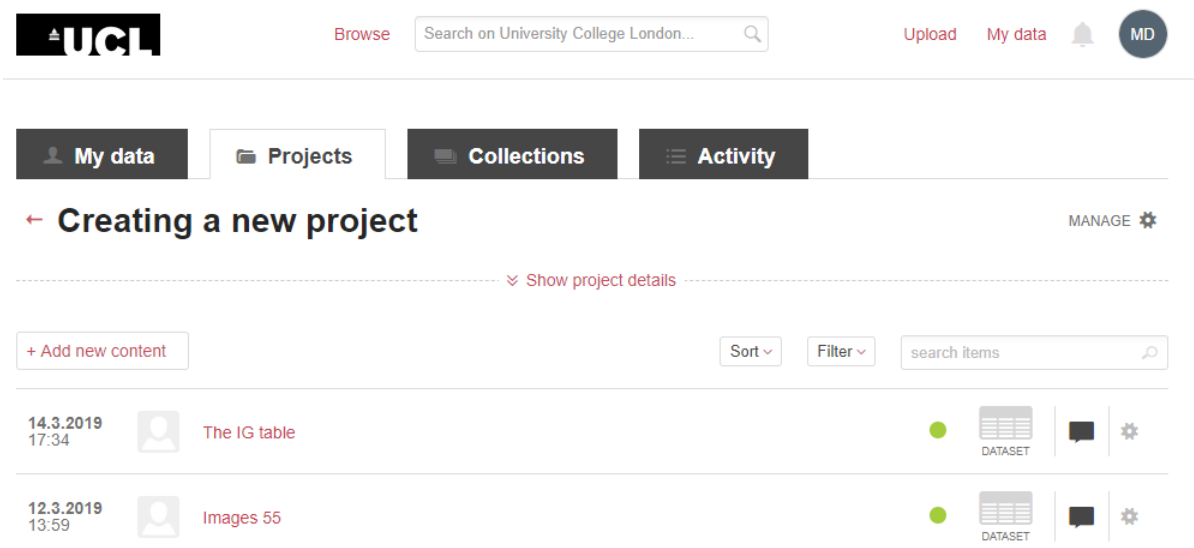
c. In the box at first 'My data' will be highlighted. Choose the name of project you wish move the item to and click on 'Submit'.



d. A confirmation of transferring the data appears on the screen.

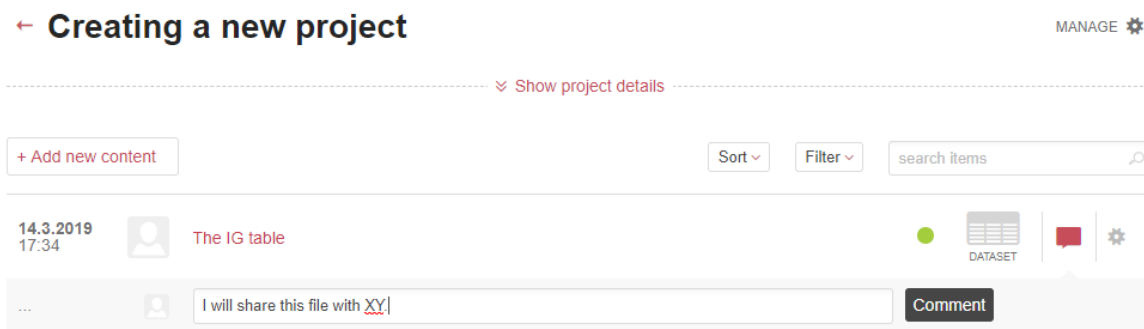


e. After clicking on 'Projects' tab and then your chosen project you can see the new item moved from 'My data' to your project.

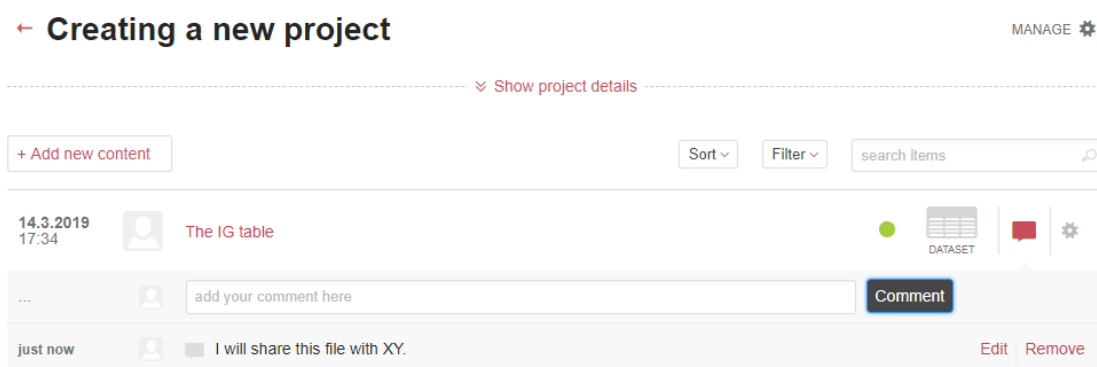


6. Adding a note to an item in a project.

- a. Clicking on the icon in the right end of the item will create a comment box underneath where you can place your note.

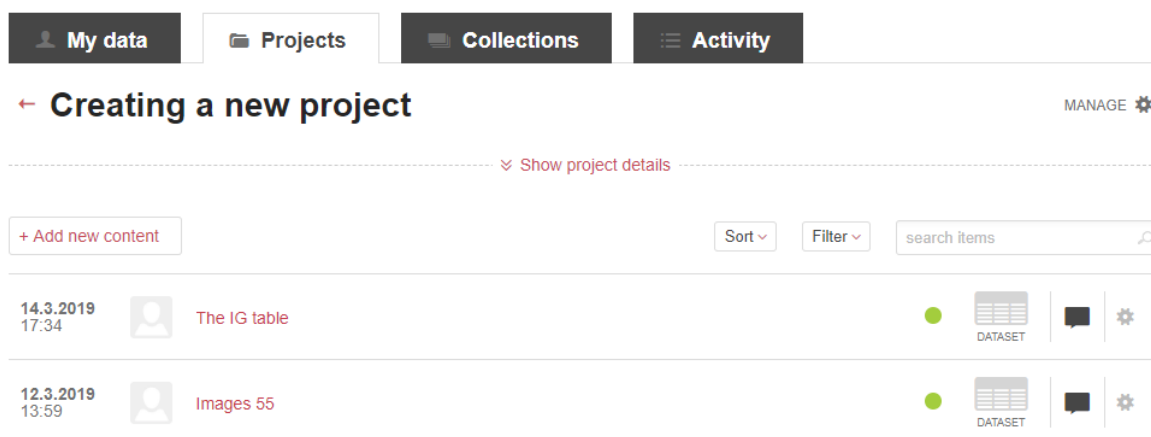


- b. To save the note you need to click on the 'Comment' black box.
- c. By hovering over the bottom right corner of the greyish saved comment field you will be able to find links to edit or remove your comment.

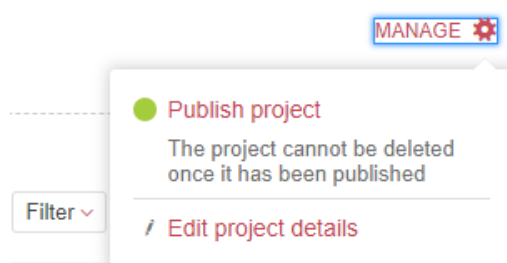


## 7. Publishing a project.

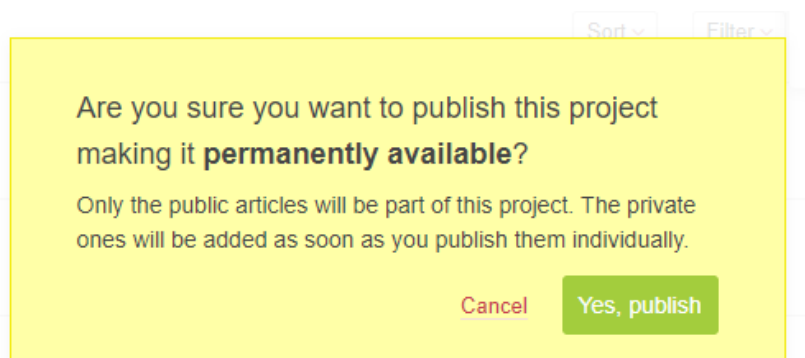
- a. Click on the 'Projects' tab.
- b. Select the project you want to publish.
- c. Click on the cog 'Manage', which is on the right hand side of the project title.



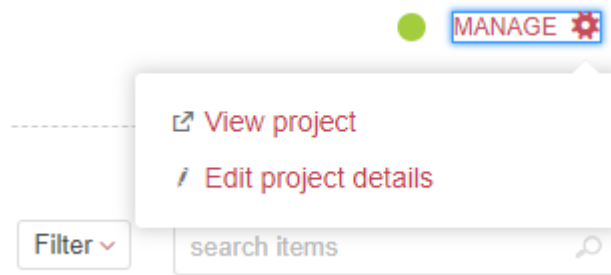
- d. Choose 'Publish project'. You cannot delete the project once it has been published. If you wish to do so you need to contact a UCL Research Data Repository administrator.



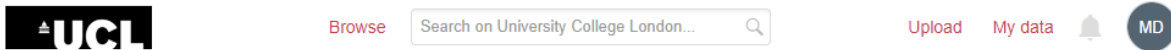
- e. A notification will appear on the screen. Please select 'Yes, publish'.



- f. A confirmation that you have published your project will appear at the top of the screen.
- g. You can view your published project through one of these steps:
  - i. Click on the cog 'Manage' and choose 'View project',



ii. Search UCL Figshare,



iii. Or browse UCL Figshare.