



UCL Research Data Repository (RDR) – brief guide

v. 3

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Before you start: 10 questions to prepare your upload

1. Do I have [permission to publish](#) the data? Under what [Creative Commons copyright licence](#)?
2. Is the UCL Repository or another repository [the best place to publish my data or software](#)?
3. Am I sure that the files contain no [personal data](#)? Is all data fully [anonymised](#)?
4. Are my files/folders in an [accessible, open format](#) where possible?
5. Are all my files and dataset [named clearly and appropriately](#) to make them discoverable?
6. Do I know the correct names and email addresses of ALL authors/collaborators?
7. What **categories** and [keywords](#) best describe the data (considering those outside my field also)?
8. Have I prepared a clear, **concise summary description**?
9. What is my funder name and **grant name/number**?
10. Are there any **related articles or data to reference** in the metadata (i.e. URLs and [DOIs](#))?

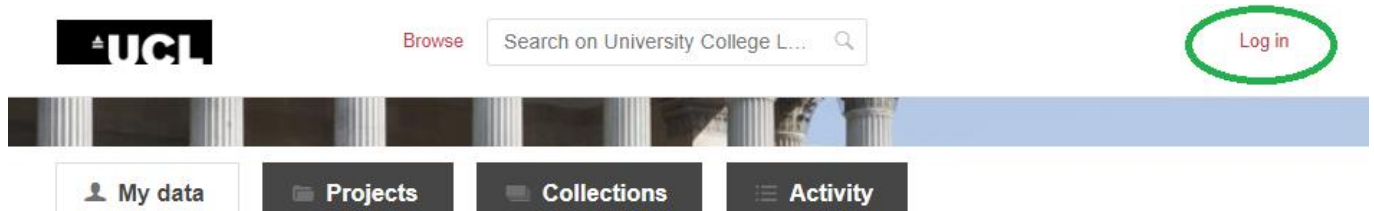
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Who is allowed to upload data to the UCL Research Data Repository and who is responsible?

All UCL researchers, doctoral and beyond, may upload data. ALL AUTHORS are jointly responsible legally for uploading correct data, compliant with [RDR terms of use](#), [data protection](#) and [copyright law](#).

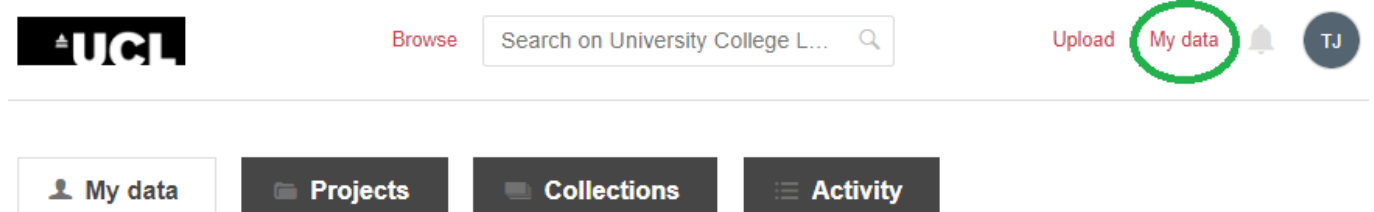
How to log in

Go to rdr.ucl.ac.uk and click the red 'log in' button



How to create a new record for your research data

Click 'My data' then '+ Create a new item' button to start the process of uploading.



How to upload your dataset(s):

1. There are two ways to upload your data
 - Drag and drop files
 - Use the browse function to find files on your device
2. Click on the red 'Save changes' button
3. You can retrieve on the item in your 'My data' area at any time.

Metadata fields to prepare and [how to complete them](#)

1. **title:** The title of the dataset should mirror the title of any related publications. Note: the dataset title defaults to the filename so you may need to rename it.
2. **author(s):** Ensure the author list includes all collaborators and matches the author list in linked papers, posters etc.
3. **categories and subcategories:** Multiple selections are possible - choose all that apply
4. **item type:** Select an option from the drop-down list
5. **keywords:** These help to make the data more discoverable. Try to choose five or six relevant terms
6. **description:** Provide the context, purpose and method of collecting the data, significant collaborations, and other information that will help others to understand and reuse the data
7. **external and/or internal funding:** Include a grant code here if you have one
8. **references (if any):** e.g. to publications that the data supports

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9. **licence:** [Understand open source data](#) and choose from the most appropriate [copyright licence options](#) carefully, as the licence is permanent and affects whether the research data can be used commercially by another party.

UCL personal data and commercialisation statements:

You will need to check carefully and confirm two legally-binding statements that:

1. You are not uploading [personal data](#) that could identify a living individual, or confidential data that would contravene a third party agreement
2. You have considered whether the data to be published may be [licensed commercially](#) before deciding to freely release it to the public.

How to apply an embargo, restrict data sharing or reserve a DOI (optional)

Once you have uploaded your data, you will see options at the bottom of the webform, to:

1. Apply an [embargo](#)
2. Make a file(s) confidential (Note: NEVER UPLOAD confidential, [pseudonymised](#) or [special categories data](#) as defined by the [EU GDPR UK](#) and [UK Data Protection Act](#))
3. Generate a private link (for peer review ahead of publication ONLY)
4. Reserve a DOI, if you need it instantly.

 Apply embargo

 Make file(s) confidential

 Generate private link

DOI Reserve Digital Object Identifier



How to save an item for checking before publishing (strongly recommended)

Click on the red 'Save changes' button at the bottom of the webform. **Save changes regularly and always check your record carefully.** We strongly advise you to save your data and return to it for **one final check before submitting** it for publication. Once published, an item can't be modified.

How to publish your item

1. Click on the 'My data' button to retrieve the item saved in your private area
2. Tick the 'Publish' check box
3. Either choose 'No, save privately' to keep the record in your working private area
4. Or choose 'Yes, publish' to make the item public; you will receive an email notification once your item has been reviewed and approved.

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How to create a metadata-only record

1. Click the 'My data' tab then '+ Create a new item' button
2. Tick the 'Metadata record only' box
3. Provide a reason for creating a metadata record
4. Complete the metadata fields, save your record and publish as above.

How to edit an unpublished item

1. In the 'My data' area select the item you wish to edit
2. Click to open the item record
3. Edit your data or metadata
4. Click on 'Save Changes' at the bottom of the screen.

How to edit a published item

1. In the 'My data' area click to open the item you wish to edit
2. Edit your data or metadata.
3. 'Save changes' at the bottom of the screen. The changes are not yet public.
4. Tick the 'Publish changes (new version)' box.

Note: Changes to the actual dataset or mandatory fields - title change, authors added or removed, datatype change etc. - will generate a new version of the published record with an updated DOI, where DOI xxx.v1 becomes xxx.v2, etc. Users will be able to view both versions of the record to compare changes made.

How to delete an unpublished item

1. In the 'My data' area click to open the unpublished item you wish to remove
2. Open the web form and scroll down to the bottom
3. Click the 'Delete item' button
4. Confirm by clicking on 'Yes, delete'.

How to get a published item deleted

Email lib-researchsupport@ucl.ac.uk with the item DOI and reason for deletion.

How to contact the UCL repository team

Email lib-researchsupport@ucl.ac.uk or telephone +44 (0) 20 7679 2095 (internal 32095)

We welcome all feedback on how to improve our Repository guidance at the above address.