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1 About the UCL Research Data Repository

UCL staff and research students can archive and preserve their research outputs for the longer-term using the UCL Research Data Repository. There are many benefits to using the Repository:

- **Secure long term data preservation and curation:** 10+ years.
- **Storage:** access and data sharing worldwide.
- **Compliance:** meets funders’ requirements for FAIR data.
- **Multiple formats:** supports almost all file types.
- **Increased citations:** published research data has its own DOI.
- **Discoverability:** aids discovery and leads to new partnerships.
- **Defines reuse:** applies Creative Commons and other licences.
- **Embargo:** research outputs can be embargoed where necessary.
- **Team collaboration:** data can be added to defined project spaces.

For more information, please see below and read the UCL Repository FAQs.

**Before you get started:** You and your co-authors are jointly responsible for ensuring that any data uploaded is compliant with the UCL Repository terms and conditions, data protection legislation and copyright law. If your data is subject to data protection legislation, or is in any way sensitive, you must not upload it.

1.1 Who can use the Repository?

UCL staff and UCL students on PhD\(^1\), MPhil or MRes programmes can use the Repository. If you are an undergraduate or taught post graduate students we would instead encourage you to ask your tutor if you can deposit your work in the UCL Open Education Repository. Alternatively, please contact us for advice on lib-researchsupport@ucl.ac.uk. PhD supervisors can also upload items into the Repository on behalf of their students and credit them in the author field.

1.2 Which data can be uploaded?

Currently you can only upload fully anonymised data\(^2\). This means the data must not be subject to data protection legislation, or in any other way sensitive. You can upload and publish datasets, figures, posters, presentations, software, data management plans, workflows, and models.

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\(^1\)PhD, MPhil or MRes students only have access to the Repository while they are still enrolled at UCL, but for up to 6 months after they have deposited their thesis into RPS, they can send their data to the Research Data Management Team via lib-researchsupport@ucl.ac.uk to be uploaded into the Repository on their behalf. The Research Data Management Team will provide advice and support but is not responsible for accuracy of the metadata or quality of the data provided by the student. The project supervisor and their manager will have longer term responsibility for the data, in line with existing policies.

\(^2\) According to the UCL Research Data Policy, data are “facts, observations or experiences on which an argument or theory is constructed or tested. Data may be numerical, descriptive, aural or visual. Data may be raw, abstracted or analysed, experimental or observational. Data include but are not limited to: laboratory notebooks; field notebooks; questionnaires; audiotapes; photographs; films; test responses [...].”
Users can also create metadata only records to alert others to the existence of data that either cannot be openly shared or are archived externally. You can contact us for advice on doing this on lib-researchsupport@ucl.ac.uk. You can archive a version of software that exists on another platform, e.g. GitHub, but do not deposit data that are already available elsewhere.

You must upload publications such as papers, book chapters, conference proceedings or PhD theses to UCL Discovery via the Research Publications Service.

1.3 What is the storage allocation per user or group?
You have an initial storage allocation of 50GB, but this can be increased if you need more space. To request to increase your data allowance, see section 7 of this guide.

1.4 Can I request a Digital Object Identifier (DOI) for my data?
Yes. You can reserve a DOI link for your data when completing the metadata form, see section 4.1.5 of this manual for instructions. Your link will become active once the item is published. Your DOI is part of the full data citation which you can view on the published item.

1.5 What is a private link?
A private link provides direct access to unpublished or embargoed data, bypassing the need to login into the Repository using UCL credentials. These links should only be used to share your work with e.g. publishers as part of the peer review process. You should not include a private link in your publications but instead use a DOI. You can find instructions for generating a private link in section 4.1.4.

1.6 Is there a charge to use the Repository?
No - you can upload, deposit, access and search and download anything for free.

1.7 My data are in the Research Data Storage Service, can I move these into the Research Data Repository?
Yes. The instructions for how to move data from the RDSS to the Repository are in section 4.3.1.

1.8 My data are in the Data Safe Haven, can I move these into the Repository?
It depends what the data are. You will need to fully anonymise your data before you upload it. If you cannot sufficiently anonymise your data so it can be shared openly, you should use an external 3rd party repository such as the UK Data Service who can safeguard the data. It is not best practice to store your data in the Data Safe Haven for the longer-term.

1.9 Who can I contact for help?
• Research Data Management team, UCL Library Services: for administrative support such as creating and publishing records in addition to complying with UCL and funder requirements, where these apply: lib-researchsupport@ucl.ac.uk;
• Research Data Group, UCL Centre for Advanced Research Computing: for technical support: researchdatarepository@ucl.ac.uk
2 Logging in
   a. Go to https://rdr.ucl.ac.uk/ and click ‘Log in’ in the top right-hand corner of the screen.
   b. If you are asked for a username and password, this is your usual UCL login. However, it may log you in automatically in the same way many other UCL services do. Avoid using Firefox browser to access it.

3 Navigating around the Repository
   a. When you have logged in, there are two menu links at the top of the page, ‘Upload’ and ‘My data’. ‘My data’ is the main menu link you will need to use. ‘Upload’ gives you the option to immediately drag and drop or browse for a file and will create a new item once you’ve uploaded files; see section 4.1.2 on how to fill out details of a new item.
   b. When you click on ‘My data’ there are four tabs: ‘My data’, ‘Projects’, ‘Collections’ and ‘Activity’.
   c. ‘My data’ is the default tab where you can create new items or edit existing ones. You can find out more information about projects in section 5 and collections in section 6. ‘Activity’ shows any notifications or requests.
   d. There is also another menu, which you can view if you click on your initials. This is where you can edit your profile (including syncing it with your ORCID ID) and view our help page.

4 Items
   This allows you to create a record where you can upload your data files and provide information about the data, including a description.

4.1 Creating a new item
   a. Click on the ‘My data’ link on the menu on the top right-hand side and then ‘Create a new item’. You can also use the ‘Upload’ option to upload a file first (see section 3).
   b. This opens up the metadata form where you can edit the item details.

4.1.1 Uploading files to your item
   Once you’ve created an item, the top of the form has an option to drag and drop files or browse and upload. Drag and drop files into the box, or click the ‘Browse for files’ link to upload files from your computer.

If you are moving files over from the Research Data Storage Service, transferring large files via FTP or want to use the API, please see section 4.3. There is also the possibility to make a metadata only record, where you do not upload any files but just provide metadata about a dataset that cannot be openly shared, for more information on this please see section 4.2.
4.1.2 Filling in the metadata form

You must fill out all the required fields before you can submit for review or publication. These are marked below with an asterisk (*) symbol next to the field name. These should be filled out in English language. You must also answer the two declarations relating to personal data and commercial use of your data before you submit your data.

*Item Title: Give your item a title that describes what it is. This is a title for the dataset or other item, not the title of the associated publication or the file name or names.

*Item type: The type of file or files being published. You can choose from dataset, figure, poster, media, presentation, software, data management plan, workflows or model.

*Authors: The list of authors or creators. Include all authors of the item including people external to UCL. UCL colleagues will appear in green, non-UCL colleagues will appear in grey. Press the enter key after each author. You can enter email addresses of non-UCL colleagues or their ORCID number.

*Categories: Choose the appropriate research area; select as many as needed.

*Keywords: Add words or phrases to describe the item (press enter key after each one). If the words have been entered correctly, they will appear in green.

*Description: One or two paragraphs describing the files being published. Please include a brief outline of the research context, how the file or files were created and why, a brief methodology, size and format of file or files, and use of any specific software to open, read or reuse the files.

Funding: Begin entering your grant number and your reference should appear. Click ‘+Add another’ to add as many grant reference numbers as you need.

Related materials: You can add links to up to five associated items. This might include a related publication such as a journal article or conference proceedings, a website or related code.

You must enter an identifier, such as DOI, ISSN or URL and say what type of identifier it is. You should use a DOI or another persistent identifier rather than the URL if it’s
available. When entering the DOI, don’t include the https prefix, e.g. just enter. 10.1109/5.771073.

Including a title for the related material item is optional, but if you do so, it will display the title as a hyperlink to your item. You also need to specify the relationship of the related material to your data, e.g. for a paper that uses the data you have uploaded, select ‘supplement to’.

If you tick the “Show in linkout area” box then it will add a box on the right-hand side of your published item containing the link, relation to the data and title if entered. Otherwise it will appear at the bottom of the item.

* License: This instructs others on what they can and can’t do with your work. The dropdown list contains the commonly used licenses but if you can’t see the license you need, contact us at researchdatarepository@ucl.ac.uk. More information about the different Creative Commons licenses can be found on Figshare’s website.

Although we can change a license once the item has been published, we can only make a license more open, not more restrictive. If you are not sure which license to select, please contact the Copyright Support Officer: copyright@ucl.ac.uk

Confirmatory statement 1: I confirm that I am not uploading any: personal data as defined by data protection legislation, including information that may identify a living individual; information provided in confidence; or information that would contravene a third-party agreement - This statement asks that you to say yes that you are not uploading anything which may be subject to data protection legislation.

Data that is sufficiently anonymised for you to use within UCL may not be sufficiently anonymised for you to share openly through the Repository. If you are unsure, contact Information Governance or Data Protection for advice on handling identifiable or pseudonymised data

This is not set as a required field on the form, so you will be able to submit for a review without completing it, but we will need to contact you before publishing to check you agree if you don’t fill it in.

Confirmatory statement 2: I have considered whether the data to be published may be licensed commercially before deciding to freely release it to the public. Further information and advice may be sought from UCL Business https://www.uclb.com/about/our-people/ - This statement asks you to say yes that you have considered commercialising your work and you are happy to publish your work openly.

Applying for protection over IP rights may be difficult once the item has been published openly and in the public domain subject to a usage license. As this is not set as a required field on the form, you will be able to submit for a review without completing it, but we will need to contact you before publishing to check you agree if you don’t fill it in.
4.1.3 Adding an embargo

An embargo restricts access to either the entire item or the uploaded files, for a limited time. You can only add an embargo to an unpublished item.

a. Click ‘Add embargo' on the 'Item actions' menu on the right-hand side of the metadata form. Add the embargo period. This can be for a defined time period
such as one month or six months or you can use the calendar to select a date. Restrictions lift automatically once the embargo date has been reached.

b. Using the embargo type dropdown, select the type of embargo. There are two options:
   1) On files only – this will only affect the attached files. The metadata will be publicly available once the item is published.
   2) ‘On entire content’ – this will affect the metadata and attached files. Once the item is published, no-one will be able to view either the files or metadata in the public catalogue of the Repository until the embargo has ended.

c. Provide a reason why the item is under embargo. You need to provide a reason justifying the embargo, for example, exploration of commercial potential of the data, waiting for a paper publication date, waiting until a PhD viva voce has been sat etc. All UCL researchers are encouraged to share their research in a timely manner to keep best practice for FAIR data so embargos should be proportionate and only when necessary.
**4.1.4 Generating a private link to your item**

You can provide direct access to an item with attached files that is either unpublished or published under embargo by using a private link. You should only generate a private link for journal peer reviewers who need access to the data as part of the peer review process. You shouldn’t include the private link in your papers as a link to your data but instead you should use the DOI (see section 4.1.5).

- On the 'Item actions' menu on the right-hand side of the metadata form, click the ‘Share with private link’ option.
- A dialog box will appear where you can copy the link. When you send it on, the person who receives it will be able to view your item in the Repository.

![Private Link](image)

**4.1.5 Reserving a DOI for your item**

The Repository assigns a DOI (a unique, persistent identifier) to every published item. You can use it to link directly to your item. You can also reserve this DOI before the data is published so you can use it in a data access statement in your papers when you submit to journals or conferences. The DOI will only direct to the item once it has been published.

- On the 'Item actions' menu on the right-hand side of the metadata form, click on 'Manage identifiers'.
- Leave the radio button for ‘Reserve DOI’ ticked and click the 'Reserve' button on the Manage Identifiers form. This will generate a DOI you can copy.
- To make this into a URL you can click to access the published version of the data, add [https://doi.org/](https://doi.org/) before the numbers and letters in the DOI sequence.
Adding a custom thumbnail

You can also add a custom thumbnail to your item. This is an image that will be displayed in search results or when browsing the repository and it's not included as part of the files in your item.

a. On the 'Item actions' menu on the right-hand side of the metadata form, click 'Add custom thumbnail'.

b. Drag and drop a file or select 'Choose image' to browse your computer to find an image. It must be in jpeg or png format and under 2 MB. The recommended resolution is 216 x 162 pixels.
4.2 Creating a metadata only record
You can create a metadata only record for sensitive data that can’t be uploaded to the Repository. You can demonstrate a commitment to implementing the FAIR\(^3\) principles without making the data openly accessible by creating a record of the data. For more information on this, see section 1.2.
   a. At the top of the metadata form, click the ‘Set as metadata record’ option.
   b. Provide a reason, e.g. the data is sensitive and cannot be shared openly.
   c. Continue to complete the metadata form as outlined in 4.1.2.

4.3 Moving data from the RDSS into the Repository
Full instructions to move data from the Research Data Storage Service can be found here: https://www.ucl.ac.uk/isd/how-to/how-to-publish-to-research-data-repository-portal

4.4 Transfer using FTP
Use the FTP tool to upload an individual file greater than 5GB. You have a storage limit of 50GB or 100GB for group projects. If you need to upload more than this, please email the Repository Support team on researchdatarepository@ucl.ac.uk.

4.4.1 Getting a username and password
Before you use any software, you need to get a username and password to use with the FTP transfer. The username and password are different to the one you normally use with the Repository.

   a. Log in to the Repository as described in section 2.
   b. Click on your initials at the top right then click ‘Applications’.
   c. You will then see your FTP login details. Click ‘Generate Password’ to get your password. If you forget this, you can return here to generate a new one.

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\(^3\) McMahon, Christiana; Houghton, James; Wallis, Kirsty (2021): A brief introduction to creating and sharing FAIR data at UCL. University College London. Presentation. https://doi.org/10.5522/04/14612310.v1
4.4.2 Downloading and setting up FileZilla


b. Open FileZilla, click ‘Edit’ at the top, then ‘Settings’. Make sure the settings match the following:
   • In Connection/FTP select ‘Passive (recommended)’ for the ‘Transfer Mode’.
   • In Connection/FTP/Passive mode, select ‘Use the server’s external IP address instead’.

c. Click OK to save.

d. To create the connection, first click on ‘File’ along the top, then ‘Site Manager’.

e. Click on ‘New Site’ then fill in the boxes on the right with the following information:
   • Host: ftps.figshare.com
   • Protocol: FTP
   • Encryption: Use explicit FTP over TLS if available
   • Logon type: Normal.
   • Username and password are the same as explained in 4.4.1.
f. Click on the Transfer Settings tab and check the Transfer mode is showing as Passive.

g. Now click on ‘Connect’ to save the settings and connect.

h. If you get a certificate prompt, accept it.

i. You should now be connected and see folder structures on the right of your screen. By default the Repository will create a folder called ‘data’ when you first log in. The data folder is your home directory.
4.4.3 Uploading your files

a. To upload your files, create a folder in the data directory. If you have several files and you want to upload them as separate items with their own DOI, make a folder for each one. If you want to group the files together, create a single folder and upload all files inside it.

b. Give your folder a name; this will become the title of the item in the Repository. The folder name has a maximum of 200 characters. You can’t use the following characters: : \ / * ? " ' } as they’re not allowed by the operating system.

c. Upload your files to the folder. You can’t upload a file called debug_log.txt or processed_files_log.txt. You can upload as many files as you need. They will be processed immediately.

d. If you have multiple files grouped in sub-folders on your computer, you need to remove the folder structure first. The Repository won’t allow you to add folders in the item folder you’ve created in the root directory and when you try to upload them, they will be ignored and not uploaded.

e. Alternatively, if you have the files already organised in a single folder on your computer, drag and drop the folder in the FTP root directory.

f. After successfully processing the files, they are deleted from the folder and a log event is inserted into processed_files_log.txt, which is created automatically during the process. The log file is in the item folder. Another log file is created called debug_log.txt containing all actions for items/files.

g. After you’ve finished uploading, you can edit the item title in the Repository if you want to. To do this, find the item in ‘My data’. (See section 3.) After you edit the item title, you will still be able to upload additional files to the item in the originally named folder.

h. After you have uploaded all your files, find the item in ‘My data’ and fill in the metadata form, see section 4.1.2 for more information.

i. If you need to delete any files you’ve uploaded, go to the ‘My data’ area in the Repository, find the item you’ve created and delete them from there.

4.5 Transfer using API

Information on using the API can be found here: https://docs.figshare.com.

4.6 Publishing your item

a. Once you have completed the form and uploaded your files, click on ‘Save changes’ at the bottom of the metadata form. Save changes regularly and check your item carefully. We recommend saving your data and returning to it for one final check before submitting it for publication.
b. Tick the ‘Submit for review’ box on the right-hand side of the metadata form.
c. Click ‘Submit for review’ again on the dialog box that appears. You will receive an email notification once your item has been reviewed and published.

### 4.7 Editing a published item

a. In the ‘My data’ area, find the item you want to edit.
b. Hover the mouse to the right of the file size, and a pencil symbol should appear.
c. Click on the pencil and this should load the edit screen for the item.

Enter the new information and attach any additional files if required. Check other information is still correct e.g. the embargo details.

d. Editing information in certain fields such as the title or changing the files will create a new version of the item. On the Figshare help pages you can see a full list of the fields where editing them will trigger a new version. The original version will be visible from the Repository item by clicking on the version number (e.g. Version 2) to show the dropdown list of previous versions. The version number is located below the title of the item.

e. The new version will have a slightly different DOI including the suffix of .v2 for a second version, and continuing that numbering format for any further versions. The original version will now have the DOI suffix of .v1. The original DOI will always go to the most recent version of the item but you can get to earlier versions as described above.

f. If you want to continue working on the new version before publishing, then click ‘Save changes’ at the bottom of the screen.

g. If you’re ready to publish, click 'Submit for review' at the bottom of the form. Click ‘Submit for review’ again on the dialog box that appears. You will receive an email notification once your item has been reviewed and published.

4.8 Deleting an unpublished item

a. In the ‘My data’ area, click to open the unpublished item you want to remove. An unpublished item is either:

- **Draft**: no symbol in the status column. This has been saved but not sent for review.
- **Private**: a solid grey circle. This has had a private link created (see section 4.1.4) but has not been sent for review.
- **Under review**: a hollow green circle.
- **Rejected**: a solid red circle. This has been sent to review but was returned by the reviewer without publishing it.

- **Public**: a solid green circle indicates a published ‘public’ item and a green clock symbol indicates a published item under embargo. You can’t delete either of these item types in ‘My data’. Under some circumstances we may remove published items, please see section 8 on takedown notices to potentially remove published
content. Alternatively, please email us on researchdatarepository@ucl.ac.uk for more information.

b. Click on the pencil icon to edit the item (see section 4.5 for more instructions on this).

c. Scroll down to just above the 'Save changes' and 'Submit for review' buttons and click the 'Delete item' button.

d. Confirm by clicking on ‘Yes, delete item’.
5 Projects

5.1 Types of projects

There are two different types of projects: individual projects and group projects. Projects are useful for collaboration. Members of each project in the collaborator role can create new items to upload files, add notes to the project and add comments to items. An activity stream keeps track of all actions on each user’s account. If you are in a viewer role, you can view all items in the project and add comments to items.

Projects will always be private if none of the items within the project have been published, but once any items within the project have been published, there is the option to keep the project private or to make it public.

<table>
<thead>
<tr>
<th>Individual Projects</th>
<th>Group Projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Everyone uses their own storage quota and account storage.</td>
<td>Submitters’ quota will not be used - storage allocation comes directly from the project.</td>
</tr>
<tr>
<td>People take their work with them if they leave the project.</td>
<td>All work is stored on institutional storage and remains within the project space if people leave.</td>
</tr>
<tr>
<td>Items are created using the metadata schema of the submitter.</td>
<td>Contributors must adopt the metadata schema of the project owner.</td>
</tr>
<tr>
<td>Items appear in the subgroup of the uploader.</td>
<td>Items appear in the subgroup of the project owner.</td>
</tr>
</tbody>
</table>

5.2 Creating and publishing a project

a. Log into the Repository and go to ‘My data’.
b. Click on the ‘Projects’ tab and click on ‘Create a new project’.
c. Complete the metadata fields (title, description, funding, type of project, project users and their roles).
d. Click the ‘Save changes’ button.

5.2.1 Adding a note to a project

a. After creating a project, click on ‘Add new content’ and then ‘Add a note’.
b. Type text in the note box.
c. Click on the box ‘Add note’ to save the note.
5.2.2 Adding a new item to a project
   a. In your project, click on ‘Add new content’ and then 'Create a new item'.
   b. Upload your files and fill out the metadata form to create an item. Guidance on this can be found in section 4.1.2.
   c. You can now either save or publish the new item.

5.2.3 Adding an existing item to a project
   a. Log into the Repository and go to the ‘My data’ tab.
   b. Click in the box next to the item you want to add to your project.
   c. Open the ‘Actions’ drop-down list at the top of your list of items.
   d. Click on ‘Move to/from project’.
   e. Select the project you want to move your selected item to.
   f. Click on the ‘Submit’ button.

5.2.4 Publishing a project with at least one public item within it
   a. Log into the Repository and go to the ‘Projects’ tab.
   b. Click on the project you want to publish.
   c. Click on the ‘Manage’ cog on the right-hand side of the project title.
   d. Choose ‘Publish project’.
   e. Click on ‘Yes, publish’.
5.3 Editing a project

5.3.1 Editing details of a project
a. Log into the Repository, go to the project and click on the title to open it.
b. Click on the ‘Manage’ cog next to the project title.
c. Click on the ‘Edit project details’ link.
d. Edit the project details in the form on the screen. Changing the project type (i.e. group or individual) is not possible after the project has been created.
e. Click on ‘Save changes’ at the bottom of the screen.

5.3.2 Editing an item in a project
a. Open the project and click the cog next to the item you want to edit.
b. From the drop-down list choose ‘Edit item’.
c. Make your edits. If you edit certain fields or change the files, you will produce a new version of your item. See section 4.5 for more details or Figshare help pages.
d. Save the changes or submit to review to publish them.

5.3.3 Adding, removing or editing a comment on an item in a project
a. In the project click on the bubble icon to the right of the item.
b. Type into the text box.
c. To save it, click on the ‘Comment’ box next to the text box.
d. By hovering over the bottom right corner of the saved comment you can edit or remove your comment.
5.3.4 Removing an item from a project

a. Open the project and click the cog next to the item.
b. Click on the ‘Remove item from project’ link.
c. Click on ‘Yes, move’. The item will be moved out of the project and will only appear in the ‘My data’ area.

5.3.5 Deleting an item from a project

a. Open the project and click the cog next to an unpublished item. If your item is published, you can only remove it from the project (see 5.3.4 above).
b. Click on the ‘Delete item’ link.
c. Click on ‘Yes, delete’ and the item will be deleted from the project and ‘My data’.

5.3.6 Moving items between projects

a. Log into the Repository and go to the ‘My data’ tab.
b. Select an item you need to transfer from one project to another.
c. Open the ‘Actions’ drop-down list and click on ‘Move to/from project’.
d. From the list of projects choose the one you want to move your item to.
   Click on ‘Submit’.

5.4 Deleting a project

Private projects: You can only delete a project if it is not published. If the project includes any published items, you will need to remove those items from the project before you can delete it.
a. Under the ‘Projects’ tab click on the unpublished project you want to delete.
b. Open the project and click on the ‘Manage’ cog next to the project title.
c. Click on the ‘Delete project’ link.
d. Click on ‘Yes, delete project’.

**Published projects:** Email the Repository team at researchdatarepository@ucl.ac.uk.
6 Collections

A collection is a group of published items that share a characteristic such as a common research theme. Users are free to build collections and assign a DOI to the entire collection (all individually published items also have their own DOI). Unlike a project, building a collection does not impact your storage allocation and the collated items are not required to have the same authors or creators.

6.1 How to create a collection

a. Go to ‘My data’ and the ‘Collections’ tab.
b. Click on ‘+ Create a new collection’.
c. In the online form complete all the required sections with a green dot next to them and any additional fields you want to use.
d. The fields are similar to the metadata form for items, but instead of the Related materials there are three fields: Resource title, Resource DOI, and References.
e. Use Resource title and Resource DOI to add the details of your paper that uses the data if you want to add it. If you complete the Resource title field, you must also complete the Resource DOI field.
f. The References field can be used to add links to any other online content relevant to this item. This could be a website, related data, code, or another online publication.
g. Click on the ‘DOI Reserve Digital Object Identifier’ link to reserve the DOI for the collection.
h. Click ‘Save changes’ once you have completed the form.

6.2 How to add data to a collection

6.2.1 Adding items from the Repository and Figshare.com

a. Click on the collection you want to add items to and then click on ‘Add public items’.
b. Search for items you are interested in by typing keywords in the search box. Ticking the box ‘incl. content from figshare’ will perform the search within Figshare.com public outputs from individuals, institutions, and publishers, and not ticking the box will only give you only UCL datasets.

c. To sort or refine the search results, use the filter drop down menus below the search box for sort, type, or licence.

d. Click on the items you want to add and click ‘Add selected items’ at the right-hand bottom corner of the page.

6.2.2 Adding items from the ‘My data’ area

a. Click on the collection you want to add items to and then click on ‘Add from My data’.

b. Search for items you are interested in by typing keywords in the search box or browse to the item you need.
c. You can sort items by date created, date modified, size, or filter by status, e.g. public, before selecting them.
d. Click on the items you want to add.
e. Click on ‘Add selected items’ at the bottom right-hand corner.

6.3 How to publish a collection
a. Click on the collection you want to publish and select the ‘Manage’ cog on the right side of the screen.
b. Click on ‘Publish collection’. You will have two options:
   • ‘Yes, publish’ - your collection will be publicly available just after the review. You will only be able to do this if all items in the collection are public and you have completed all the required fields on the collection details.
   • ‘No, save privately’ - your collection stays unpublished.

6.4 How to edit a collection

6.4.1 Adding additional items to a collection
a. Click on the collection.
b. Click on the ‘Add new items’ button.
c. To add a published item, follow the instructions from point 2 onwards in section 6.2.1.
d. To add an item from the ‘My data’ area, click on the 'My data' link above the search box.
Once you’ve added the item, select the ‘Manage’ cog on the right-hand side of the Project screen.

Choose ‘Generate version’ which will publish a new version of your collection with the added item.

### 6.4.2 Removing an item from a published collection

a. Click the collection you want to remove an item from.

b. Click the ‘Manage’ cog.

c. Click on ‘Remove items’ and then click on the items to be removed. They will go red with a cross in the centre when selected.

d. Click on the red ‘Remove selected item’ button and the selected items will be removed.
6.4.3 **Editing collection details**

a. Click on the collection.

b. Click on the ‘Manage’ cog on the right-hand side of the screen and then click on ‘Edit collection details.’

c. If your collection is already published, there will be a ‘Generate new public version’ box. Tick this box to make the change in collection details publicly available and then click ‘Save changes.’ If you just click ‘Save changes’ the changes will only be visible in the collection in the ‘My Data’ area.

d. If your collection isn’t published, just click ‘Save changes’.

7 **Requesting more storage space**

a. To request more storage space for your individual storage area, log in and go to the ‘My data’ area.

b. Click on ‘Request more storage’, enter the amount of storage required and submit. It’s also recommended to include a reason for the additional storage requirements in the text box below, and we might contact you for more information about your storage needs.

c. Your request will go to review, and you will be notified by email when it’s approved.

d. To request more storage for your group project, go to the Projects tab in ‘My data’ and click on the project title.

e. Follow the same process to request more storage as above.
Removing or blocking published content: Serving a takedown notice

If you believe you have a legitimate reason to request the removal of an item in UCL Research Data Repository (e.g. relating to issues with intellectual property, copyright, data protection or other legal issues), please send an email to researchdatarepository@ucl.ac.uk with the following details:

- details of the item or items, including the full URL
- what your complaint or request is and action required
- if your complaint or request relates to copyright or related rights, please confirm that you are the rights holder or affected subject, or an authorised representative
- your contact details

We will acknowledge receipt as soon as possible. Where the grounds for complaint appear to be reasonable, we will temporarily remove the item or items, pending further investigation. If the complaint is found to be legitimate, the item or items will be permanently blocked from public access.