Main Library
Warsaw University of Technology

Depositing research data in WUT Research Data Repository

2024

■ Research data and metadata placed in the Research Data Repository of WUT Base of Knowledge (BW) should be exclusively of a scientific nature and be made available by users on their own behalf and under their own responsibility in accordance with the rules indicated by the users themselves (by assigning appropriate rights and licenses)

➢ The author depositing research data is obliged to obtain permission to deposit datasets on the site from all persons and entities having intellectual property rights to the dataset before publishing them

Datasets deposited in the Research Data Repository of WUT BW are assigned a DOI

- assigning a DOI to a dataset blocks the possibility of editing the record or deleting it from the database

- small changes - such as typos - can be reported to the Administrators at the WUT Main Library, who can correct them
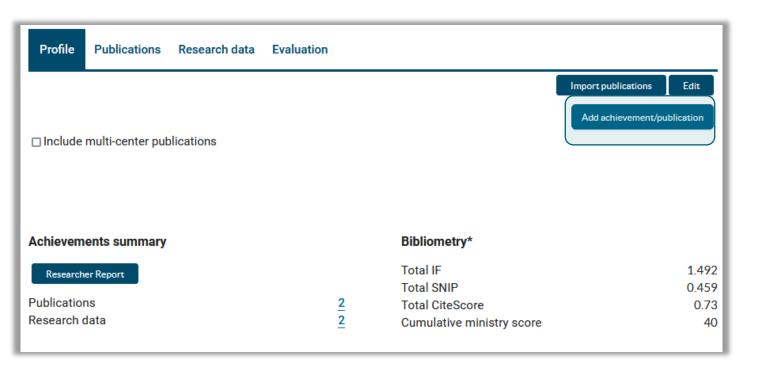
Assistance in depositing research data is provided by Data Stewards.

The Data Steward is a person who verifies that the data entered by authors is correctly deposited and publishable. The main tasks are:
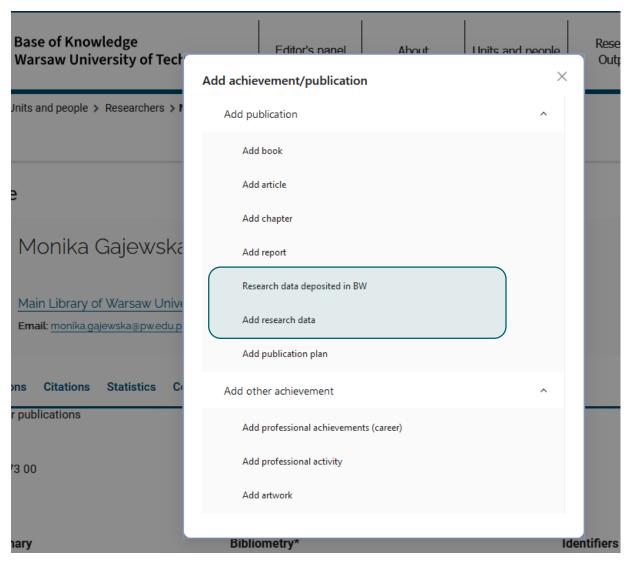
- checking the metadata of research data for formality (that all description fields are correctly filled in)

- checking the correctness of the deposited files (e.g. whether they are in the correct format)

- contacting authors and providing clarifications

- Research data can only be entered into the system by WUT employees with an active user account in the Base

- In accordance with the Repository Terms and Conditions, authors self-deposit their research data in the system

- A logged-in user of WUT BW can start the process of depositing research data in their profile using the option 'Add achievement/publication'
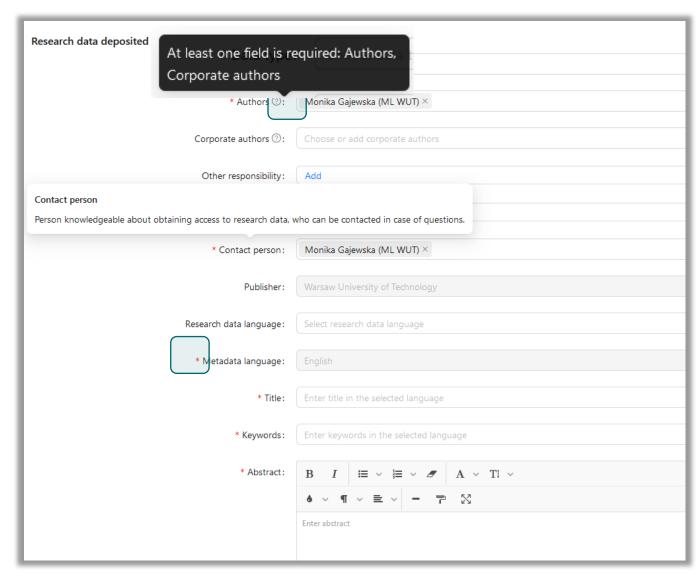
There are two options available:

- ■ **Research data deposited in BW** - to deposit datasets in the university repository

- ■ **Add research data** - to deposit records linking to other repositories where research data has already been deposited
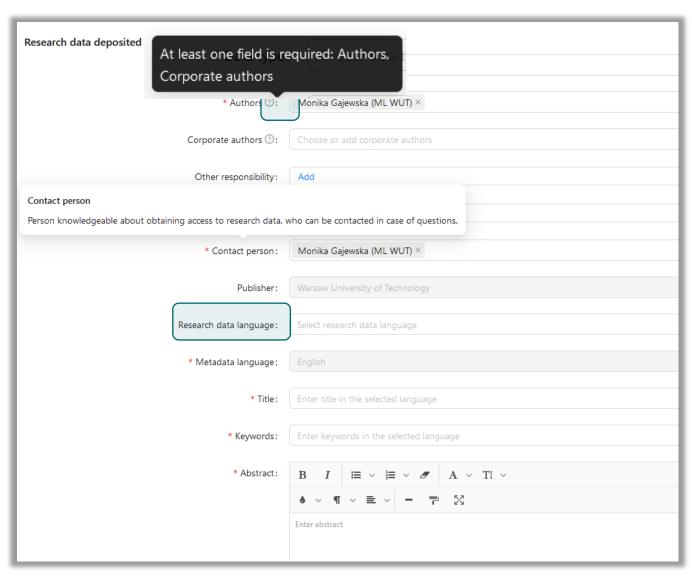
Complete the form, paying particular attention to the mandatory fields (marked with an asterisk) required to save the draft version of the record
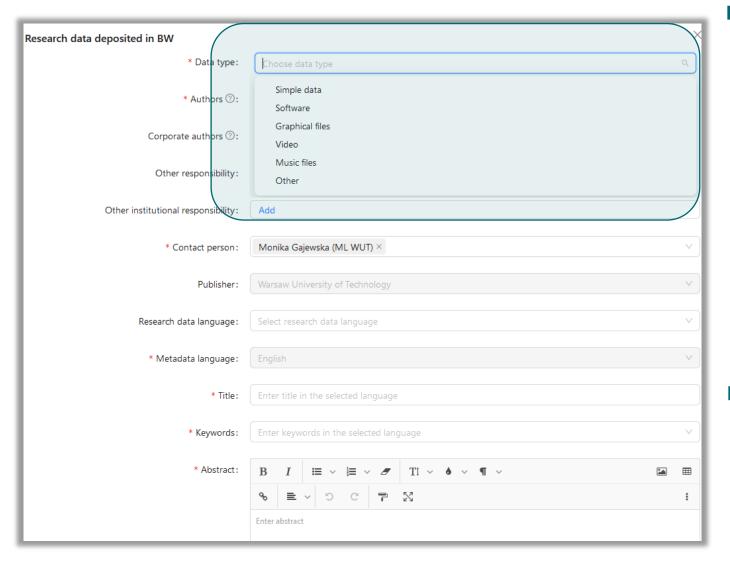
- Hovering the mouse pointer over a field description gives an explanation of that field. An additional explanation is displayed by hovering the mouse pointer over a question mark

- To submit a record for verification by the Data Steward, you must also add files and indicate the source of funding. You can complete these two fields immediately or later

- At Warsaw University of Technology, the language of the Research Data Repository is English. This means that data such as title, keywords, descriptions, abstracts, etc. should be entered in English

- This obligation does not apply to the research data itself – the research data may appear in language derived from the nature of the data
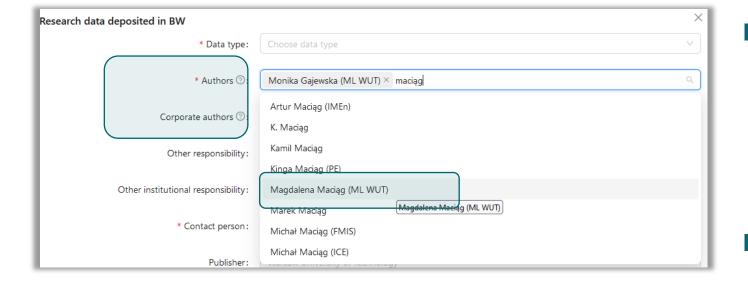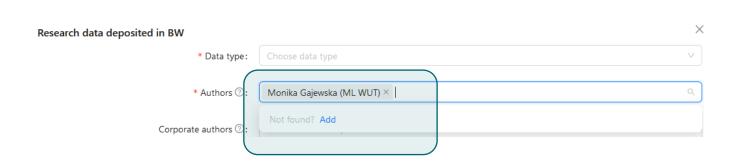
- In the 'Data type' field, you can select one of the following options:

  - Simple data - data in the form of text files or spreadsheets
  - Software
  - Graphical files
  - Video
  - Music files
  - Other - click if you are depositing files in other formats used in the discipline, or files deposited in the form of archives: zip, rar

- You can only select one type, so if you have data in various formats, select 'Other'

The 'Authors' and 'Corporate authors' fields are alternatively mandatory fields. This means that one of them must be provided in order to submit a record for verification
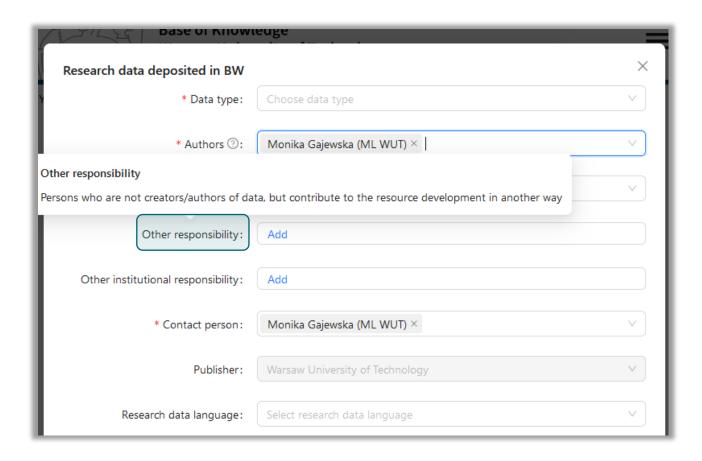

- In the 'Authors' field, enter the authors involved in the creation of the data. These are the people responsible for the concept or design, acquisition, analysis or interpretation of the data used in the study or publication

- If the person is listed in the index of people in the database, click on their name in the serach results

- If the person does not have a profile in the database, click 'Enter' and then fill in the details in the form:

  - fill in as much data as possible, including the person's ORCID

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- In the field 'Other responsibility' you can include persons who are not creators/authors of the data, but who otherwise contribute to the development of the resource
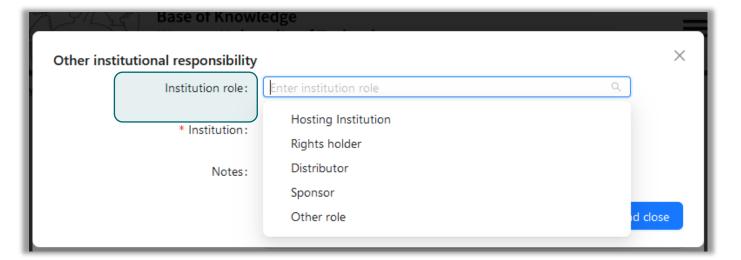

When this field is selected, one of the following roles can be chosen:

- Data collector/generator - a person responsible for collecting/generating data as directed by the author(s)

- Data manager - a person who manages data during the project, ensuring that it is well described, stored, archived

- Data editor - a person who oversees the process involved in giving data the right format / A person who processes data so that it has the right format

- Rights holder - a person who owns or manages the property rights to the resource

- Distributor - a person whose task is to generate/distribute/make available copies of data in electronic or printed form

- Sponsor - a person who has provided additional financial support for the research

- Other role - option allows you to define the role of the person yourself. When this option is selected, an additional description of the role should be provided
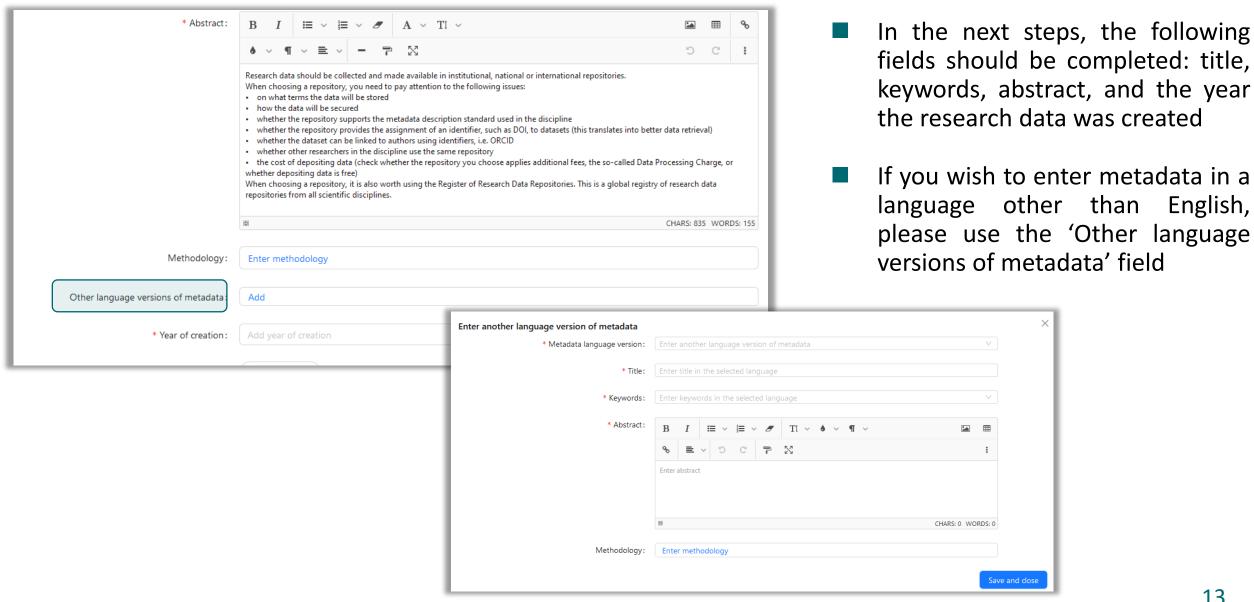
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■ In the field 'Other institutional responsibility' you can include other institutions involved in the development of the resource

When this field is selected, one of the following roles can be chosen:

■ Hosting Institution - e.g., an external organization that allows access to a resource that has been produced by its employees or on the infrastructure it provides

■ Rights holder - the institution that owns or manages the property rights to the resource

■ Distributor - an institution whose task is to generate/distribute/make available copies of data in electronic or printed form. E.g. various types of survey agencies

■ Sponsor - an institution that has provided additional financial support for the research

■ Other role – option to add another role not listed, which should be further described

- In the next steps, the following fields should be completed: title, keywords, abstract, and the year the research data was created

- If you wish to enter metadata in a language other than English, please use the 'Other language versions of metadata' field
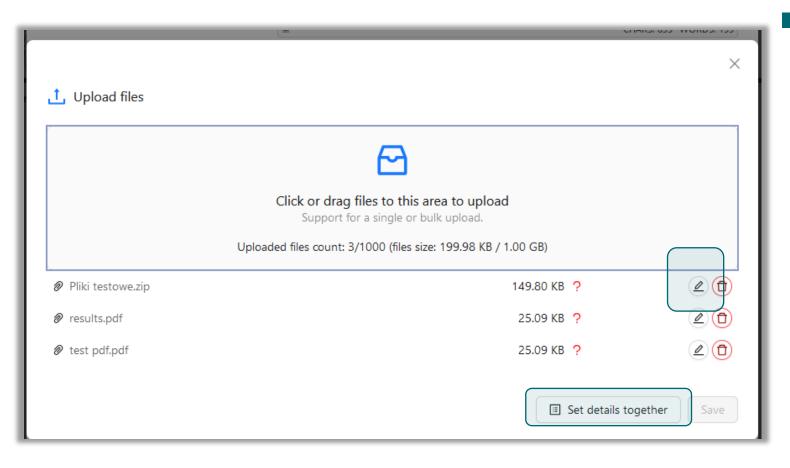
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- The Readme file and research data files can be deposited immediately - using the research data entry form - or later, after saving the metadata record and exiting the form - See presentation 'Editing a research data record'

■ Once the research data files have been added, the rights and licences under which they will be available should be specified
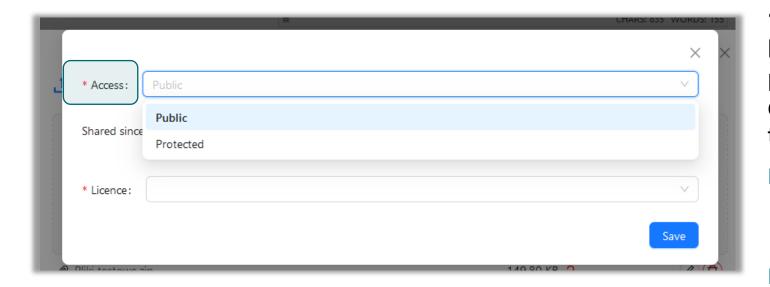

■ You can set:

■ same licence for all files - option 'Set details together'

■ different licences, for each file separately - pen icon on the right side of the form
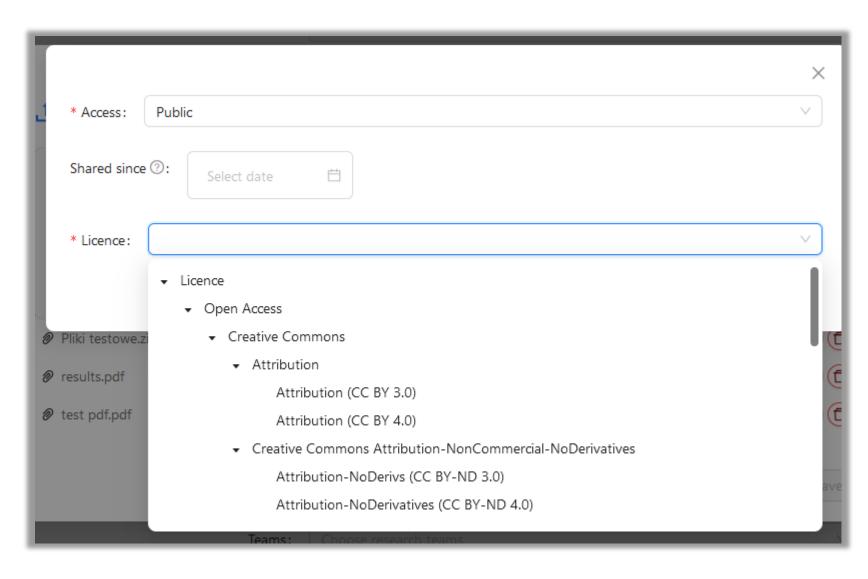
■ 'Protected' access can be selected if datasets are not to be shared

'Protected' access should be chosen in limited cases, if datasets cannot be made publicly available for some reason. Some data may be archived in a closed model due to:

■ commercialisation of research results, e.g. filing an invention for patent protection

■ national security

■ protection of personal data

■ copyright restrictions

■ publisher restrictions

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- If the data is to be made publicly available, select the 'Public' option and then specify the licence under which it is to be made available
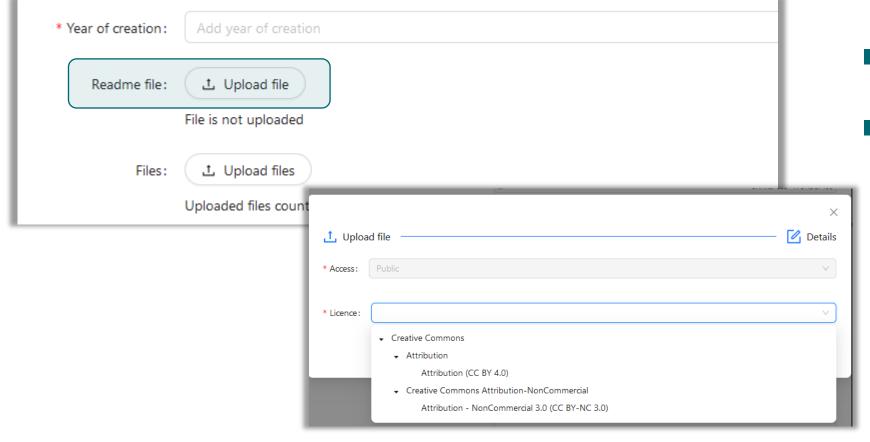
In addition, an embargo date can be set - only after this date will files be made publicly available
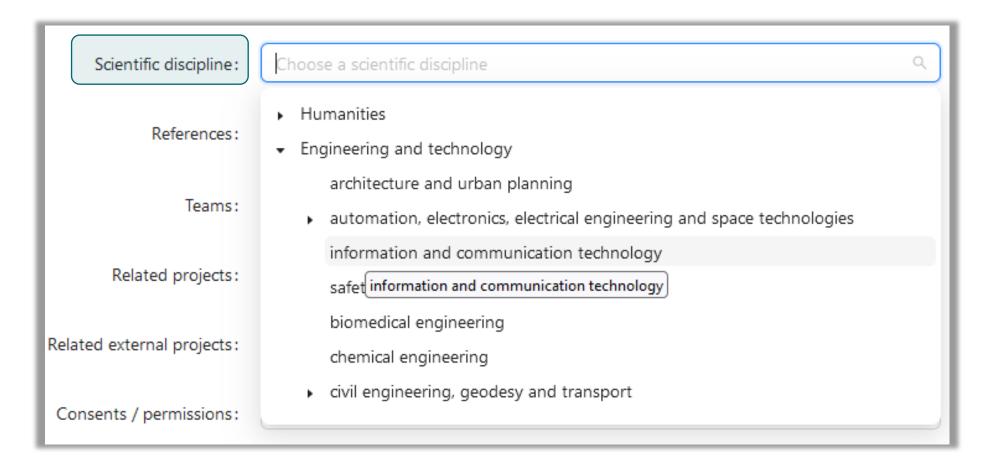
- 'Readme' file is a text file that is attached to the data. It contains additional important information about the deposited resource, e.g. documentation, technical information, hardware requirements, etc.

- The 'Readme' file must be in txt or pdf format

- The WUT Research Data Repository assumes that each 'Readme' file will be available to the public, under a CC-BY licence
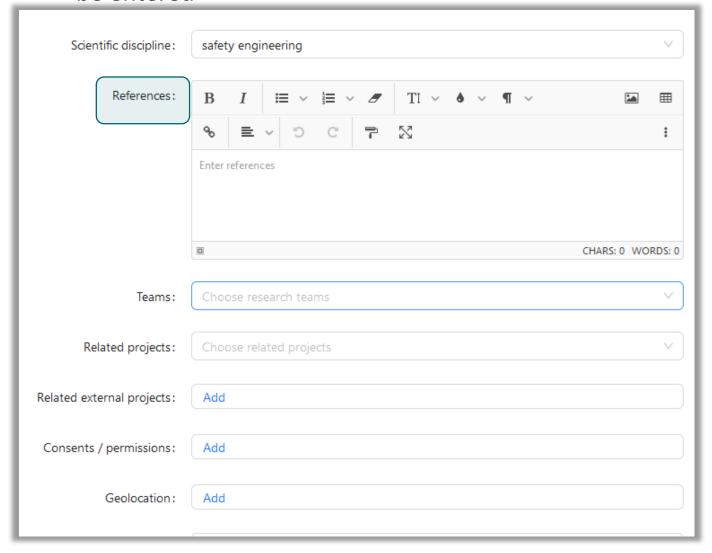
■ It is possible to add a ministerial discipline to the research data description. The discipline should best reflect the subject matter of the research data
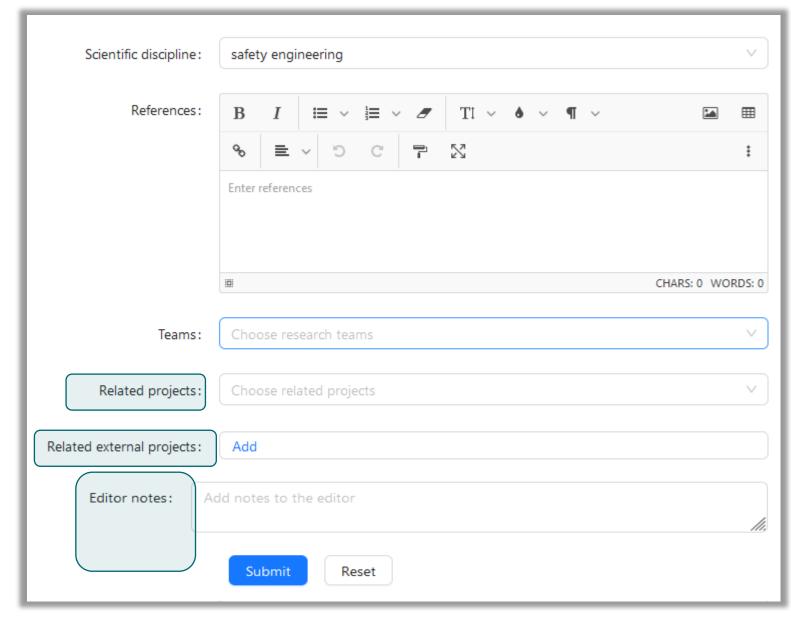
- In the 'References' field, a list of literature that was used during the research data collection can be entered

Scientific discipline: safety engineering

References:

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Enter references

CHARS: 0 WORDS: 0

Teams: Choose research teams

Related projects: Choose related projects

Related external projects: Add

Editor notes: Add notes to the editor
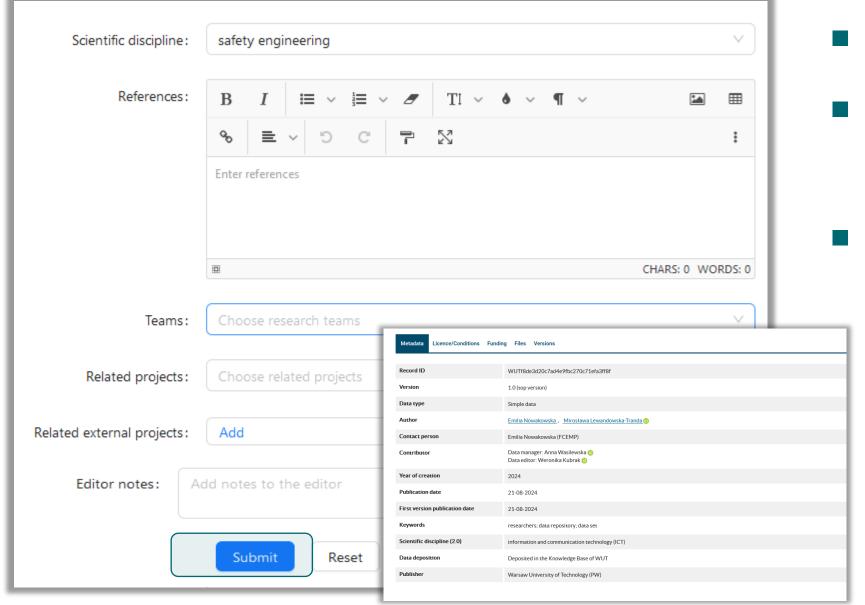
Submit   Reset

- In the 'Related projects' and 'Related external projects' fields, complete the information on the source of funding for the research that produced the data

- If the research required some kind of approval, e.g. from the Bioethics Committee - then this information can be added in the 'Consents/permissions' field.

- In the 'Editor notes' field, you can add a comment for the Data Steward

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- After completing the form, click 'Submit'
- Until its acceptance by the Data Steward, it is only visible to the depositor and the Data Steward
- Return to data editing mode is possible from the full record description view, as long as the author has not submitted metadata for verification by the Data Steward - See presentation 'Editing a research data record'.

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