



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



## Depositing research data in WUT Research Data Repository

Profile Publications Research data Evaluation

Import publications Edit

Add achievement/publication

Include multi-center publications

**Achievements summary**

Researcher Report

Publications	<u>2</u>
Research data	<u>2</u>

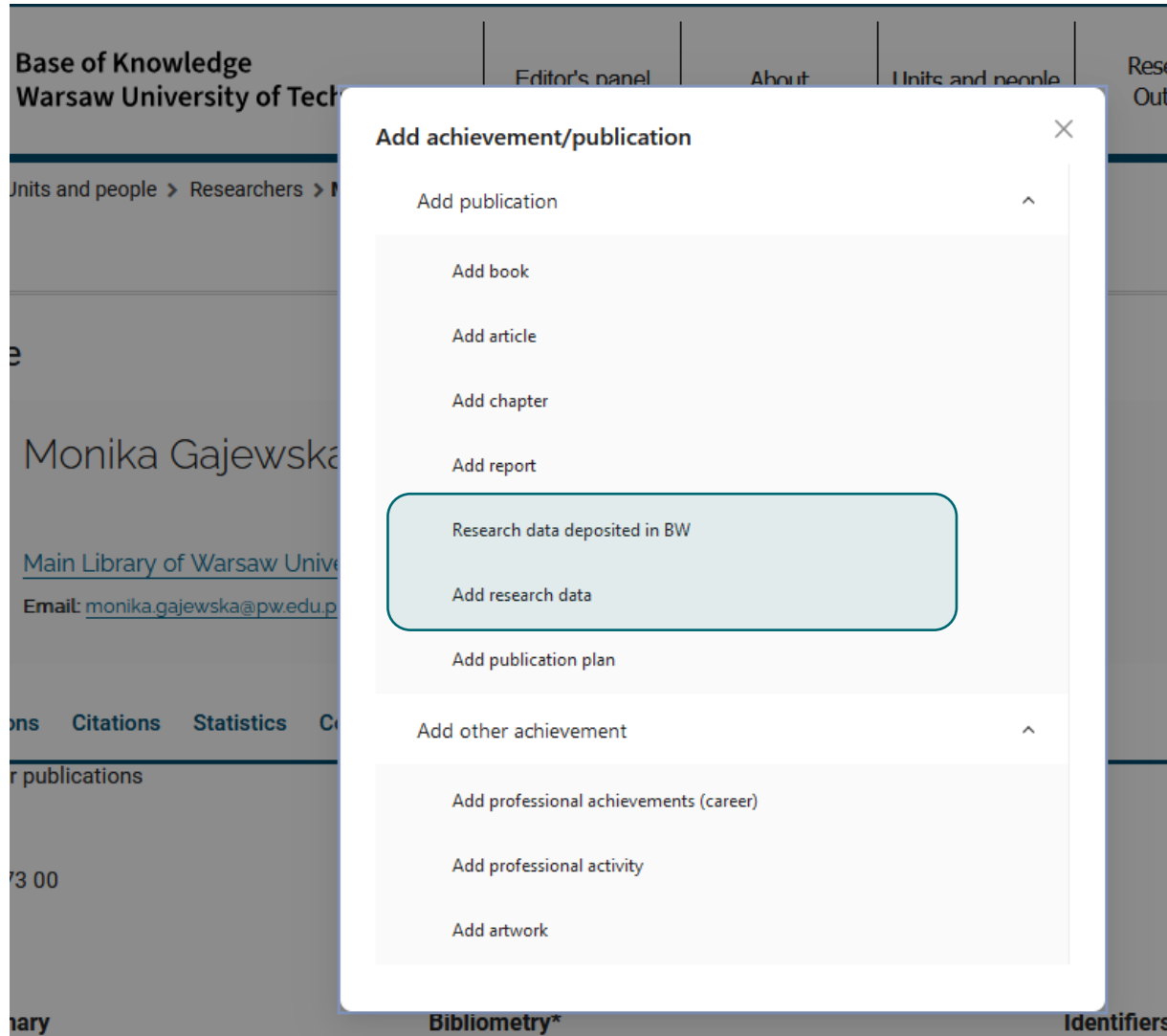
**Bibliometry\***

Total IF	1.492
Total SNIP	0.459
Total CiteScore	0.73
Cumulative ministry score	40

- 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'



# Depositing research data in WUT Research Data Repository



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



## Depositing research data in WUT Research Data Repository

Research data deposited

At least one field is required: Authors, Corporate authors

\* Authors: Monika Gajewska (ML WUT) ×

Corporate authors: Choose or add corporate authors

Other responsibility: Add

Contact person

Person knowledgeable about obtaining access to research data, who can be contacted in case of questions.

\* Contact person: Monika Gajewska (ML WUT) ×

Publisher: Warsaw University of Technology

Research data language: Select research data language

\* Metadata language: English

\* Title: Enter title in the selected language

\* Keywords: Enter keywords in the selected language

\* Abstract: **B** *I* [List icons] [Text icons] **A** [Text icons] **T** [Text icons]

Enter abstract

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



## Depositing research data in WUT Research Data Repository

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\* Abstract:

**B** *I* [List icons] [Link icon] **A** **T** [List icons]

[List icons] [List icons] [List icons]

Enter abstract

- 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







## Depositing research data in WUT Research Data Repository

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

The screenshot shows the 'Research data deposited in BW' form. The 'Data type' field is set to 'Choose data type'. The 'Authors' field is highlighted with a blue box and contains 'Monika Gajewska (ML WUT) x maciag'. A search dropdown menu is open, showing a list of names: Artur Maciąg (IMEn), K. Maciąg, Kamil Maciąg, Kinga Maciąg (PF), Magdalena Maciąg (ML WUT) (highlighted with a blue box), Marek Maciąg, Michał Maciąg (FMIS), and Michał Maciąg (ICE). The 'Corporate authors' field is also visible and empty.

The screenshot shows the 'Research data deposited in BW' form. The 'Data type' field is set to 'Choose data type'. The 'Authors' field is highlighted with a blue box and contains 'Monika Gajewska (ML WUT) x'. A search dropdown menu is open, showing 'Not found? Add'.

- 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 search 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



- 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

Research data deposited in BW

\* Data type: Choose data type

\* Authors: Monika Gajewska (ML WUT)

Other responsibility  
Persons who are not creators/authors of data, but contribute to the resource development in another way

Other responsibility: Add

Other institutional responsibility: Add

\* Contact person: Monika Gajewska (ML WUT)

Publisher: Warsaw University of Technology

Research data language: Select research data language

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



- In the field 'Other institutional responsibility' you can include other institutions involved in the development of the resource

Base of Knowledge

Other institutional responsibility

Institution role:

\* Institution:

Notes:

- Hosting Institution
- Rights holder
- Distributor
- Sponsor
- Other role

Close

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





## Depositing research data

- 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'

\* Year of creation:

Readme file:

File is not uploaded

Files:

Uploaded files count: 0/1000









## Depositing research data

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

Upload files

Click or drag files to this area to upload  
Support for a single or bulk upload.

Uploaded files count: 3/1000 (files size: 199.98 KB / 1.00 GB)

Pliki testowe.zip	149.80 KB ?	 
results.pdf	25.09 KB ?	 
test pdf.pdf	25.09 KB ?	 

- 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

\* Access: Public

Public

Protected

Shared since

\* Licence:

Save

‘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





## Depositing research data in WUT Research Data Repository

\* Access: Public

Shared since <sup>?</sup>: Select date

\* Licence:

- ▼ Licence
  - ▼ Open Access
    - ▼ Creative Commons
      - ▼ Attribution
        - Attribution (CC BY 3.0)
        - Attribution (CC BY 4.0)
      - ▼ Creative Commons Attribution-NonCommercial-NoDerivatives
        - Attribution-NoDerivs (CC BY-ND 3.0)
        - Attribution-NoDerivatives (CC BY-ND 4.0)

Teams: Choose research teams

- 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



## Depositing research data in WUT Research Data Repository

- In addition, an embargo date can be set - only after this date will files be made publicly available

CHARS: 835 WORDS: 155

\* Access: Public

Shared since <sup>?</sup>: 2024-10-17

\* Licence: Attribution-NoDerivs (CC BY-ND 3.0)

UTWÓR (ZDEFINIOWANY PONIŻEJ) PODLEGA NINIEJSZEJ LICENCJI PUBLICZNEJ CREATIVE COMMONS ("CCPL" LUB "LICENCJA"). UTWÓR PODLEGA OCHRONIE PRAWA AUTORSKIEGO LUB INNYCH STOSOWNYCH PRZEPISÓW PRAWA. KORZYSTANIE Z UTWORU W SPOSÓB INNY NIŻ DOZWOLONY NA PODSTAWIE NINIEJSZEJ LICENCJI LUB PRZEPISÓW PRAWA JEST ZABRONIONE.

WYKONANIE JAKIEGOKOLWIEK UPRAWNIENIA DO UTWORU OKREŚLONEGO W NINIEJSZEJ LICENCJI OZNACZA PRZYJĘCIE I ZGODĘ NA ZWIĄZANIE POSTANOWIENIAMI NINIEJSZEJ LICENCJI.

**1. Definicje**

1. **"Utwór zależny"** oznacza opracowanie Utworu lub Utworu i innych istniejących wcześniej utworów lub przedmiotów praw



## Depositing research data in WUT Research Data Repository

- '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.

\* Year of creation:

Readme file:

File is not uploaded

Files:

Uploaded files count

Upload file

\* Access:

\* Licence:

- ▼ Creative Commons
  - ▼ Attribution
    - Attribution (CC BY 4.0)
  - ▼ Creative Commons Attribution-NonCommercial
    - Attribution - NonCommercial 3.0 (CC BY-NC 3.0)

- 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

The screenshot shows a web interface for depositing research data. On the left, there are several menu items: 'Scientific discipline:', 'References:', 'Teams:', 'Related projects:', 'Related external projects:', and 'Consents / permissions:'. The 'Scientific discipline:' menu is active, displaying a search box with the placeholder text 'Choose a scientific discipline'. Below the search box, a dropdown list of scientific disciplines is shown. The list includes 'Humanities', 'Engineering and technology' (which is expanded), and 'civil engineering, geodesy and transport'. Under 'Engineering and technology', there are several sub-items: 'architecture and urban planning', 'automation, electronics, electrical engineering and space technologies', 'information and communication technology' (highlighted), 'safet information and communication technology' (with 'safet' in a separate box), 'biomedical engineering', and 'chemical engineering'.



- In the 'References' field, a list of literature that was used during the research data collection can be entered

Scientific discipline:

**References:**

Teams:

Related projects:

Related external projects:

Consents / permissions:

Geolocation:

CHARS: 0 WORDS: 0



## Depositing research data in WUT Research Data Repository

Scientific discipline:

References:   
  
CHARS: 0 WORDS: 0

Teams:

Related projects:

Related external projects:

Editor notes:

- 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



# Depositing research data in WUT Research Data Repository

Scientific discipline:

References:   
 **B** *I*   
   
 Enter references   
 CHARS: 0 WORDS: 0

Teams:

Related projects:

Related external projects:

Editor notes:

Metadata	
Record ID	WUTf8de3d20c7ad4e9fbc270c71efa3ff8f
Version	1.0 (top version)
Data type	Simple data
Author	<a href="#">Emilia Nowakowska</a> , <a href="#">Mirosława Lewandowska-Tranda</a>
Contact person	Emilia Nowakowska (FCEMP)
Contributor	Data manager: <a href="#">Anna Wasilewska</a> Data editor: <a href="#">Weronika Kubrak</a>
Year of creation	2024
Publication date	21-08-2024
First version publication date	21-08-2024
Keywords	researchers; data repository; data set
Scientific discipline (2.0)	information and communication technology (ICT)
Data deposition	Deposited in the Knowledge Base of WUT
Publisher	Warsaw University of Technology (PW)

- 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'.