

How to upload and store research data on <https://researchdata.uibk.ac.at/>? A User Guide

1. If you can't access with your c-ID get an account from researchdata@uibk.ac.at
2. Go to <https://researchdata.uibk.ac.at/> and login:



3. Click "Deposit":



4. **Optional:** If you want to share your data with a community, select a community where you want to submit your record.

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Note: You may only invite users with approved email-address and public profile to a community. After the initial registration of a user, it takes five minutes until the address is verified.

To make your profile public click on your profile and set in “Preferences” your “Profile Visibility” to “Public”.



If you can't find an appropriate community you can either create a new community or skip this step.

To create a new community click on “Communities” (right next to the search-input), then click “+ new community” :



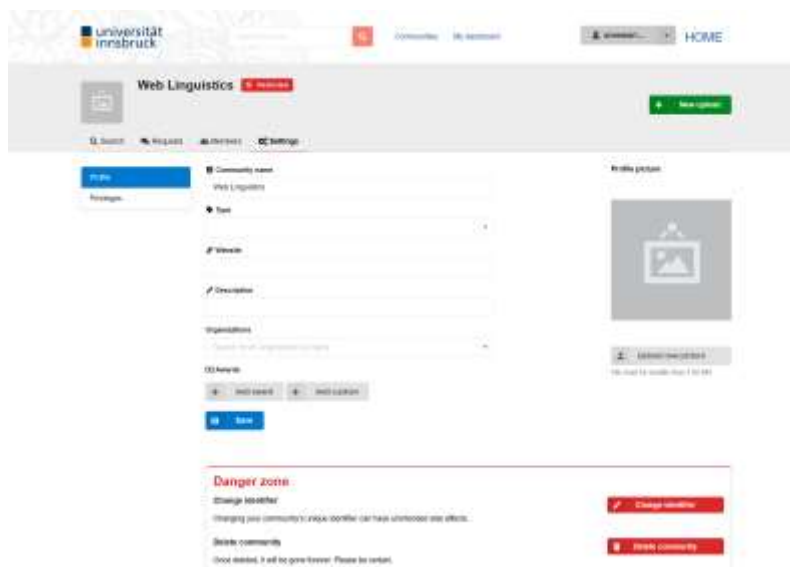
Enter a Community Name and an Identifier (this will be the last part of the URL, for example: Name: Web Linguistics, Identifier: “web-linguistics”, URL: <https://researchdata-staging.uibk.ac.at/communities/web-linguistics>) and decide whether the visibility of the community should be public or restricted. Then confirm your inputs by clicking the green Button “+ Create community”:

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Now your community is established, and you can add further information about it, upload a *community picture* and invite members. Now you can also upload your data in this community by clicking the green button “+ new upload”.



5. Upload your data:

Step 1) Blue Bar: “Files”

You can either drag and drop your files or upload it from your computer. Especially when you have more different files, it is recommended, that you collect all of the files, that should be uploaded in a common folder, so you can upload them all at once.



Step 2: Blue Bar “Basic information”:

If you already have a Digital Object Identifier “DOI” enter it. If you do not have it yet, click “no”, than you can generate it.

III Digital Object Identifier*

Do you already have a DOI for this upload? Yes No

[Get a DOI now!](#)

Reserve a DOI by pressing the button (e.g. to include it in publications). The DOI is registered when your upload is published.

Next:

- choose a resource type of the uploaded data. This could be different type of images (Diagram, Photo, Drawing, etc.), Poster, Software or Presentation. If you have uploaded more than one files it is recommended to choose “Dataset” as resource type.



- choose a title for the uploaded data. You may also add further (sub)titles and/or translations.

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- choose publication date; Please use the date of the first publication. If the upload of the data is the first publication, current date is already set.



- Add the creator of the data: this can be person(s) and/or organization(s). For persons you need at least enter a Family Name, for an organization at least the name. Other information is not obligatory, but it is highly recommended to add, esp. ORCID or other Name identifiers and affiliation.



- **Optional:** Add a brief description of your data (maybe you can take a description of summary from your data management plan)



- Choose a (re-use-) license: If you are not sure which license is appropriate, click either on "+ Add standard" to get a brief overview over the different

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Creative Commons Attribution licenses or add your own customized license by clicking on “+ Add custom”

Step 3: Further Information:



- Blue Bar “Recommended Information”:
Here you can add Contributors, Subject, Languages, Date, Version and Publisher
- Blue Bar “Funding”:
Here you can add awards for your work or information about the funding Institutions
- Blue Bar “Alternate identifiers”
Here you can add alternate identifiers
- Blue Bar “Related works”:
Here you can add related works, for example papers, patents, reviews or other results of your scientific work.

Step 4: Preview & Publish:

Before you publish your data – either public or restricted – you can have a preview for final check.

Finally click on “Publish”.

Further Information & Contact:

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