



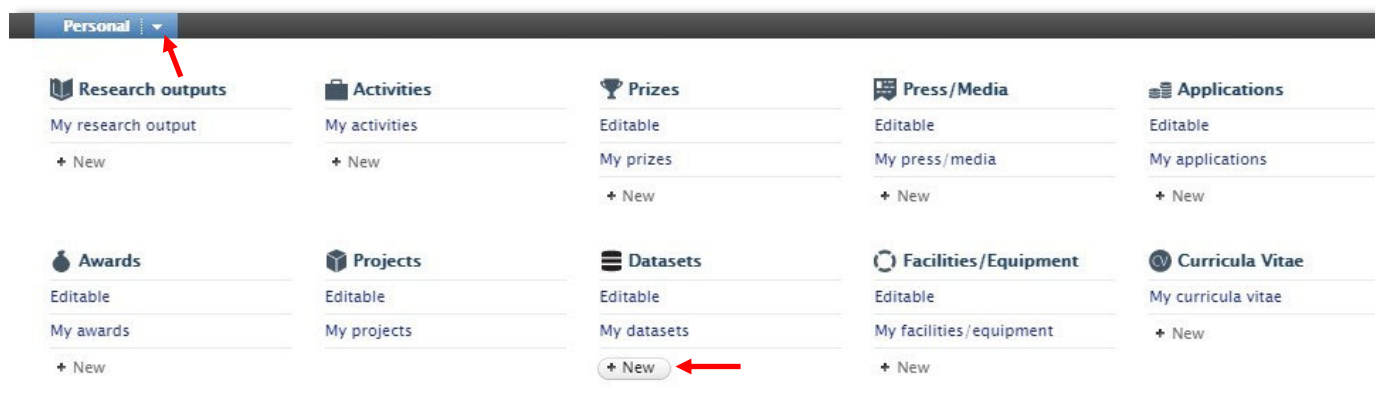
Adding metadata to datasets uploaded in Areda (UT data archive)

This QRC helps you with adding metadata and documentation to a dataset you uploaded in Areda, the UT data archive. Read more about Areda on the [Research Data Management website](#). The metadata you add will be reviewed by the data steward in your faculty.

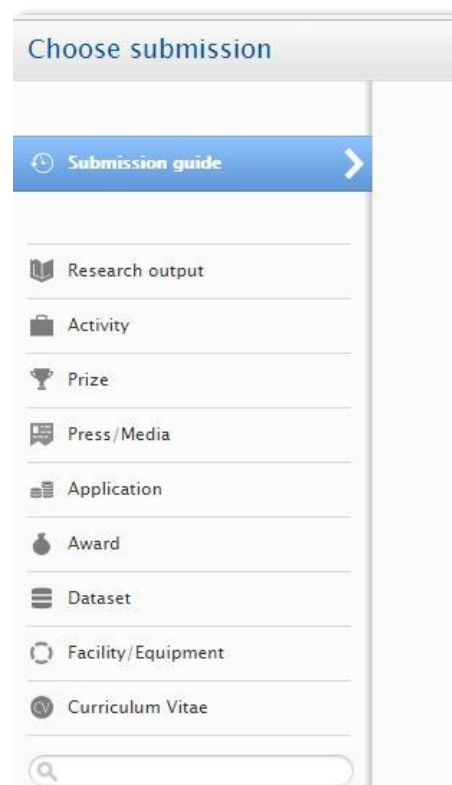
Datasets to be preserved at a physical location can be registered in Pure as well. Please, use the QRC 'Registration of datasets preserved at a physical location'.

To start, click in your personal profile page in the Pure-backend on the arrow, next to the tab personal, this will bring up your options.

Point to datasets and click the 'New' button. The dataset template is shown.



Or, click the add new content button (upper right corner) from your personal profile page and select dataset from the submission menu.





Add metadata of your dataset in the appropriate fields. Only a few are mandatory.

Please, check the additional information of the following fields.

Data availability


Publisher *

Add publisher...

DOI

Add existing DOI

Readme file

 Drag files or **browse** your computer.
Max filesize: 1 MB.

Physical data

Add details of physical data...

Links

Add link...

Date made available

Year * Month Day

Publisher:

The name of the repository where you published the dataset, like 4TU.Research Data, DANS, or Zenodo. Read more about publishing datasets on the [Research Data Management website](#).

DOI:

Add the DOI of the dataset issued by the publisher/repository.

Readme file:

Upload a copy of the README file containing the documentation of the dataset. Adding proper documentation about its content is important to [make your data FAIR](#).

Physical data:

You can skip this field.

Links:

Leave the field 'Links' empty. The link to the dataset in Areda will be added by the data steward who reviews these metadata.

Date made available:

In case you published the dataset, please fill in the date that it has been made available. Do **not** enter here the end date of an embargo period.



Access to the dataset:

Access to the dataset ⓘ

Access options

Not set ▼

Not set

Unknown

Open

Closed

Embargoed

Restricted

Access details ⓘ

Choose 'open' when you also publish the dataset openly accessible in a data repository.

If data in Areda are encrypted, choose 'closed' or, in case of temporary non-disclosure, 'embargoed'. Involved third parties may demand an embargo period.

If data cannot be published and will only be archived in Areda, where it is only accessible to all group members (default), choose 'restricted'.

Access contact details:

Access contact details ⓘ

Contact person

+ person

Use email address and other contact details having a long term of persistency.

Legal/ethical:

Legal/ethical ⓘ

Is the data subject to any of the following?

Personal Data

Ethical approval

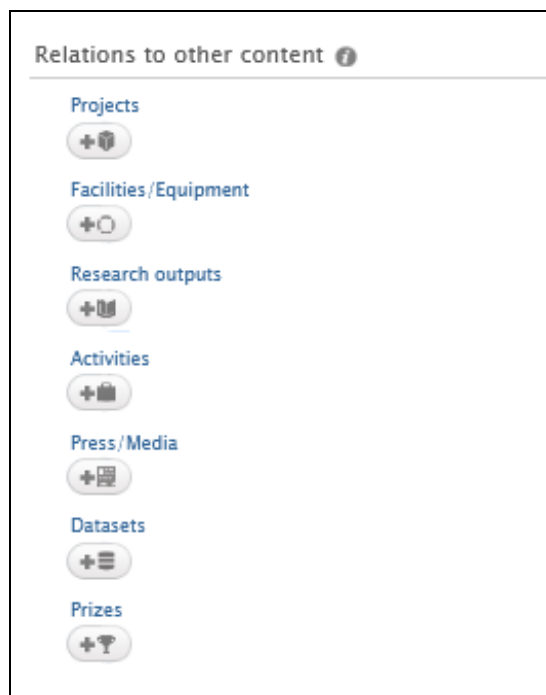
Commercial constraints

Sensitive (Animal, tobacco, security sensitive, GMO, stem cell)

If the archived dataset contains personal data, access should be restricted. There may be other reasons for restricted access as well. Please, indicate this in here.

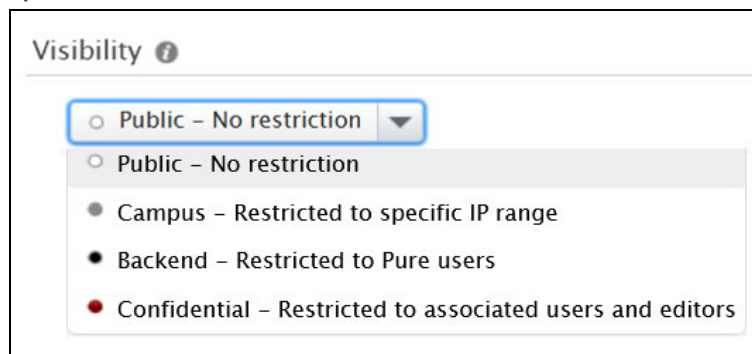


Relations to other content:



It is strongly advised to enter all known relations, this enables a better cohesion between Data, Projects, Publications and Activities.

Visibility:



This sets the visibility of the *description* of a dataset. It is general policy that the description of datasets are publicly visible in the [UT Research Information portal](#).

Only when it is explicitly demanded by third party(ies) this can be set to a more restricted access level.

Help and Support

More detailed instructions on how to use Pure Research Information are available in the manual 'For Personal Users'. You can access the manual from the bottom right corner of the screen at any time when logged into Pure Research Information (Hover over 'Help and Support', choose 'Manual', choose 'For Personal Users').

Also FAQ's are listed here to help you make the best use of Pure Research Information

