

Research Data Management – Guidance for EPSRC Grant Holders

From 1 May 2015 the Engineering and Physical Research Council (EPSRC) requires all grant holders to make datasets arising from EPSRC funded research publicly available.

What does the EPSRC mean by data?

‘Research data’ is defined as ‘recorded factual material commonly retained by and accepted in the scientific community as necessary to validate research findings; although the majority of such data is created in digital format, all research data is included irrespective of the format in which it is created.’

<http://www.epsrc.ac.uk/about/standards/researchdata/scope/>

What do I need to do?

The EPSRC expects that all research data is made publicly available within 12 months of creation.

If you have a data management plan, then the plan will guide you through the decision making as to, for example, whether the data can be made publicly accessible, which format it should be stored in, and how long it will need to be retained for. If you do not have a data management plan, you will need to give thought whether and how your data can be made publicly available. Guidance on how to create a data management plan, along with an online tool to create an EPSRC specific plan, is available here: <https://dmponline.dcc.ac.uk>.

The EPSRC require grant holding institutions to maintain a catalogue of all datasets arising from EPSRC grants, regardless of public accessibility. We will use Pure for that, and publish the datasets through the public Pure pages <http://pure.abdn.ac.uk:8080/portal/>. The Cataloguing Team within the library will be validating the records prior to publication, i.e. checking the metadata is complete, setting the access options and ensuring that any links to documents or webpages work. We will need to be able to provide to EPSRC a list of grant numbers with linked datasets, so it is important to link your dataset to the relevant grants in Pure. The following pages show you how to do this.

If there are any intellectual property issues, please seek advice from your Business Development Officer at Research & Innovation (<https://www.abdn.ac.uk/staffnet/secure/research-grant-funding-2405.php#business-development-team->) If the dataset cannot be made public because of IP issues, then this needs to be recorded.

If your data contains personal information, you will need to give thought to how the dataset can be anonymised prior to publication. If this is not possible, then the reason for not making the data accessible needs to be recorded. You can discuss this further with the University’s data protection officer, dpa@abdn.ac.uk.

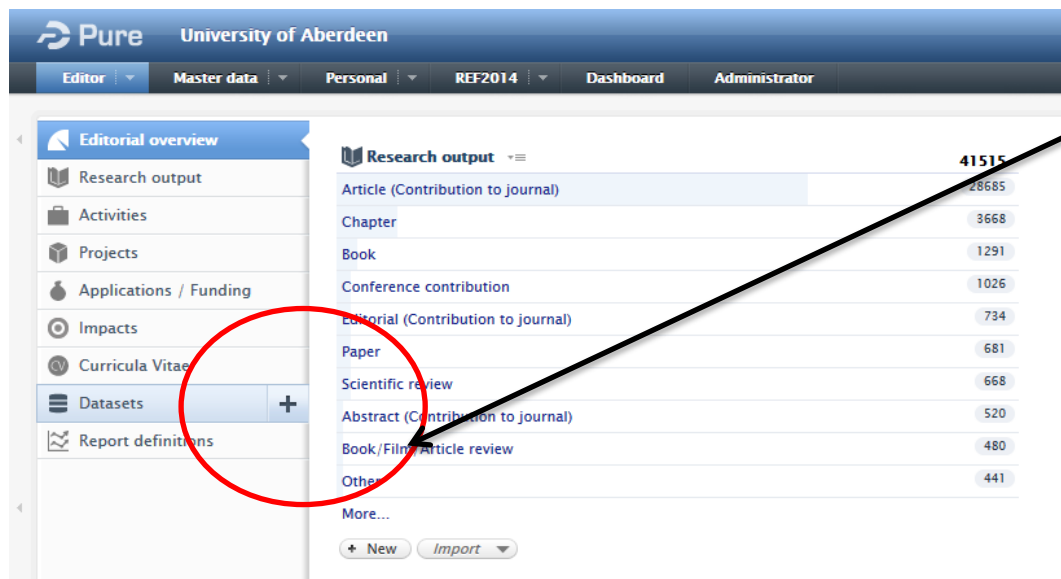
If your data relates to a project that required ethical approval, you may wish to seek advice from your College/school ethics contact.

If you need help with Pure, please contact Nykohla Strong (n.strong@abdn.ac.uk, ext. 2077) or Marlis Barraclough (m.barraclough@abdn.ac.uk, ext. 3787).

Any general enquiries about this policy should be directed to Marlis Barraclough, m.barraclough@abdn.ac.uk, ext. 3787 or Emma Francis, Head of Cataloguing Team, emma.francis@abdn.ac.uk, ext. 2592.

How to add datasets in Pure

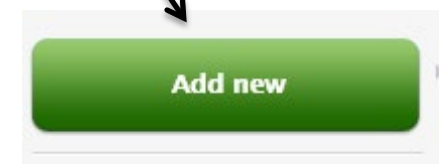
Please log in to Pure using your usual log in details: www.abdn.ac.uk/pure you will be presented with your personal account page which may differ from the one you see here.



The screenshot shows the Pure system interface for the University of Aberdeen. The top navigation bar includes 'Pure University of Aberdeen', 'Editor', 'Master data', 'Personal', 'REF2014', 'Dashboard', and 'Administrator'. The left-hand menu is titled 'Editorial overview' and includes items like 'Research output', 'Activities', 'Projects', 'Applications / Funding', 'Impacts', 'Curricula Vitae', 'Datasets', and 'Report definitions'. The 'Datasets' item is circled in red, and a plus sign (+) is visible next to it. The main content area shows a 'Research output' section with a total count of 41515. Below this is a list of output types with their respective counts: Article (Contribution to journal) 28685, Chapter 3668, Book 1291, Conference contribution 1026, Editorial (Contribution to journal) 734, Paper 681, Scientific review 668, Abstract (Contribution to journal) 520, Book/Film/Article review 480, and Other 441. At the bottom of the list are '+ New' and 'Import' buttons.

Click on the + icon next to Datasets on the **Editor** tab of Pure.
The + sign will appear when you hover the mouse over it
This will open up a new Dataset record.

You can also use the add new button and select Dataset from the left hand menu



Add title/subtitle and description

- All fields marked * are compulsory fields and need to be completed before you can save the record.
- The description should enable other researchers to understand the dataset and allow them to validate your outcomes or re-use the data. If you have published a journal article that describes the methodology you could cut and paste or refer to it in the description field.

Dataset - Pure 5.12.2 - Mozilla Firefox

https://pure.abdn.ac.uk/admin/editor/dk/atira/pure/modules/datasets/external/model/dataset/editor/dataseteditor.xhtml?sc

Dataset

EDIT

Metadata

Identification ⓘ

Title *

Description

Date of data production

Specific date

Period of time

People ⓘ

People *

No persons or organisational units associated

Add person... Add organisational unit...

Dataset managed by ⓘ

Managing organisational unit *

+ 🏠

Data availability ⓘ

Publisher *

🏠 University of Aberdeen

Publisher

Change publisher...

DOI

Add existing DOI -or- If you do not have a DOI already one will be issued during validation where appropriate

Status: For validation

Save

The description field can take at least 1,000 words (6.5k characters)

Further information about the metadata fields can be found by clicking here (or any i-icon on the screen)

Date of data production – please complete these fields: either select a specific date e.g. 01/01/2018 or a period of Time e.g. January 2016 – March 2018

Pure will add your **name** automatically, and the default role displayed is 'creator'. You can change this by clicking on 'edit' and choosing from the drop down menu [creator, owner, contributor, editor, funder, producer, rights holder, sponsor, supervisor, other], then click update. Please add the PI of the project that generated the data, so the dataset can be linked to the project.

Add **other authors/contributors** etc by clicking on 'Add person' – start typing their name and Pure will display them on the drop down menu if they are already on the system, otherwise the system will prompt you to create the external person record by typing their name. You can also add administrators – this will enable them to access the Pure record.

Managing organisational unit: you can add other units (eg research groups, themes etc) or edit what is displayed.

Publisher: this defaults to the University of Aberdeen. If you are recording a dataset published elsewhere, e.g. the UK Data Archive or Figshare, you will need to change the publisher.

DOI: If you have a DOI for your dataset, please enter it here.

Dataset - Pure 5.12.2 - Mozilla Firefox

https://pure.abdn.ac.uk/admin/editor/dk/atira/pure/modules/datasets/external/model/dataset/editor/dataseteditor.xhtml?sc

Dataset

DOI

Add existing DOI -or- If you do not have a DOI already one will be issued during validation where appropriate

Electronic data

Drag files or [browse](#) your computer. Max filesize: 6144 MB.

Physical data

Add details of physical data...

Links

Add link...

Date made available

Year * Month Day

Access to the dataset

Access options

Not set

Access contact details

Contact person

The generic contact email data@abdn.ac.uk will appear when this record is displayed online.

Temporal coverage

Status: For validation Save

Access to physical data: the EPSRC policy applies to physical data as well as electronic data. You are required to complete the metadata for all datasets, and provide reasonable access to physical data. You will need to describe the data (e.g. paper records of questionnaires) and describe the arrangements that are in place to access the records (e.g. by contacting the person named in **Access contact details**)

Add link: if your dataset is stored in an external repository, please click 'add link' and copy and paste the URL.

Date made available: please enter the date. Only the year of publication is compulsory but it is helpful to be more specific if you can.

You can upload and store your dataset directly into Pure. Pure accepts a wide variety of file formats, up to 100MB. Please get in touch with n.strong@abdn.ac.uk if you wish to upload a dataset that exceeds 100MB.

You can upload multiple files, eg. a number of csv files, code and a text file explaining how to access the data.

Preferred file formats for long term preservation are:

Data type	Preferred format	Not preferred
Tabular data	CSV, TSV, SPSS portable	Excel
Text	Plain text, HTML, RTF PDF/A only if layout matters	Word
Media	Container: MP4, Ogg Codec: Theora, Dirac, FLAC	Quicktime H264
Images	TIFF, JPEG2000, PNG	GIF, JPG
Structured data	XML, RDF	RDBMS

Further examples: <http://www.data-archive.ac.uk/create-manage/format/formats-table>

To upload, drag files into the upload areas or click to browse your computer

If you do upload a file into Pure a pop up window will appear and Pure will prompt you to select a licence for your dataset.

The system defaults to CC-BY which allows any user to reproduce all or part of your data provided it is properly attributed to the original author. This is the preferred licence type for the EPSRC. If you have any questions about the appropriate licence for your dataset please contact Mary Mowat, m.mowat@abdn.ac.uk

Further information on licences is available at: <http://creativecommons.org/licenses/>

File name	File size	Visibility	Licence	Type	Embargo end date
Gender_Presentati...	488 KB	Public - No restriction	No value	Audiovisual	

Click OK to confirm upload of the file(s)

Type will default to first alphabetical entry which is Audio-visual.

Please pick the type which is most suitable to describe your dataset

Current options to pick from are Audio visual, Collection, Dataset, Image, Interactive resource, Model, Service, Software, Sound, Text, Workflow and other.

Dataset - Pure 5.12.2 - Mozilla Firefox

https://pure.abdn.ac.uk/admin/editor/dk/atira/pure/modules/datasets/external/model/dataset/editor/dataseteditor.xhtml

Dataset

Access to the dataset ⓘ

Access options
Not set ▼

Access contact details ⓘ

Contact person
+ person icon

The generic contact email data@abdn.ac.uk will appear when this record is displayed online.

Temporal coverage ⓘ

Temporal coverage
Year Month Day → Year Month Day

Geo location

Geographical coverage
Text input field

Point Polygon

Geospatial point (Coordinates in decimal format)
Text input field
e.g. 57.013543, 9.98934 Test

Legal/ethical ⓘ

Is the data subject to any of the following constraints?

Notifications
Editors responsible for handling this submission: None

Comment to status change:
Text input field

Status: For validation ▼ Save

Access to dataset: this will be set by a member of the Cataloguing Team who will validate the record. Options are: Open/Closed/Embargoed/Restricted For some datasets, the data management plan will set out the appropriate access option. For all data that is not open, a reason for not allowing public access needs to be given.

Contact person: you can nominate a contact person for access requests – please also add data@abdn.ac.uk so we can monitor/manage access centrally

The date of data production may be very different to the date of data capture. If your data spans a large time period, please enter the details here

This is not a compulsory area. You can enter textual information for geographical coverage. e.g. North East Scotland, United Kingdom, or Europe, etc.

Or you can enter a geospatial code. For further information or geospatial references, visit: <http://mygeoposition.com/>

If your dataset cannot be made publicly available, you will need to record the reason for that in the **Legal/ethical** section. Check the relevant tick box, and enter the reason in the free text box (takes at least 2,000 words).

You can draw on your data management plan if you have one, or your ethics application for the research project the data relates to.

Relations to other content:
This allows you to relate the dataset to other content held in Pure.

Projects: this is the grant that supported the generation of the data. Click on the + icon, then enter either grant number or grant title (or words from the grant title,) and Pure will display the relevant grant(s). You can relate the data to multiple grants (i.e. parent grant, follow on grant etc.).

If you are funded by EPSRC, the EPSRC mandate makes it essential that you relate your dataset to your EPSRC grant.

Publications/other content types: You can relate the dataset to relevant publications (e.g. that refer to the dataset), activities (e.g. academic visits or collaborations which helped to generate the data), impacts (e.g. non-academic use or application of the data) or equipment (which was used to generate the data). Click on the + icon, then start entering the title, and Pure will display relevant content in a drop down menu for you to select. You can relate the dataset to multiple content types and records.

When you're finished, remember to

SAVE!

