

Why use Brunel figshare?

Brunel figshare helps researchers:

- Share data and collaborate with your research group and consortium
- Improve discoverability of your Research Data and increase citations
- Comply with Funders' and Publishers' Research Data policies
- Showcase your Research Data outputs
- Explore and reuse data shared by others
- Maximise the impact and influence of your research

Research Data requirements

(* policy related requirements)

**Brunel
figshare**

* Deposit and publish data you need to share



* Create and publish Metadata-only records for Data that is either non-shareable (physical data or restricted/ confidential) or is already shared via another repository



Specify the (Copyright license) terms under which the data can be reused



* Obtain Digital Object Identifier (DOI) for the Dataset or Metadata to include in Data Access statement required on publications



Collaborate on your research project, share files and comments with your (Brunel and non-Brunel) Research Group members



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1. Introduction

brunel.figshare.com is Brunel University's web based Research Data Repository and Data Registry, based on the figshare for institutions platform. It has been created to help Brunel researchers comply with Research Data policies which require the data underpinning publications and data of long term value to be made openly accessible.



2. Getting started

Which data should I share?

Funders require the following types of data to be shared; sharing such data also helps increase your research citations and impact:

1. data which directly supports results included in research publications
2. any other data deemed to be of long-term value

In your discipline, you might refer to Data as Research material, notes, sources etc. Data in the RDM context is any information you collect, create or observe, and analyse to produce results or your final work which you may then publish, display or perform. Data can be textual, numerical, visual or physical and digital or non-digital.

However, as the specific requirements may vary, please check the Data sharing requirements of your funder and/or your publisher in the first instance.

Where data can be shared Brunel figshare allows you to deposit data and either make it public, or keep it under embargo until a specified date, when it can be made publicly visible.

Where data cannot be shared (e.g. personal data, physical/ non-digital data, embargoed, sensitive or confidential data), or datasets are too large to be held online or the data is on another data sharing repository, a Metadata record must be created on Brunel Figshare describing the data and terms of access.

What is Metadata?

Metadata is a record with information about the corresponding data. Any repository where you deposit a dataset will require a few fields of information about the corresponding data files.

Every dataset (shareable or non-shareable) must have a **corresponding published Metadata record**, unless project specific contractual restrictions apply, and a **Digital Object Identifier (DOI)** must be obtained and included in the **data access statement** on associated publications.

It will not normally be necessary to upload complete raw datasets; instead, it is recommended that you select and share the data that helps validation of your research conclusions.

What is a DOI?

A Digital Object Identifier (DOI) is a **persistent identifier for digital objects** like Journal Articles, Data, Metadata-only records etc. DOIs provide a link to the associated record and are used to cite your research, no matter what form the research output comes in.

You can generate a DOI upon depositing a Dataset or creating a Metadata on Brunel.Figshare – with or without having to publish the record.

Funders' Research Data policy requirements require inclusion of the DOI in a Data Access statement on your publication; DOIs can also be used when you are referring to your research data.

A DOI can be included in:

- Publications
- Emails to colleagues
- Project/Individual Websites
- Project Reports
- Presentations
- Social Media sites

Benefits of including DOIs for your data are:

- Acknowledgement and citations of dataset
- The re-use of your data
- New research collaborations
- Advances in the field of research
- Increased visibility of the research
- Higher impact of the research

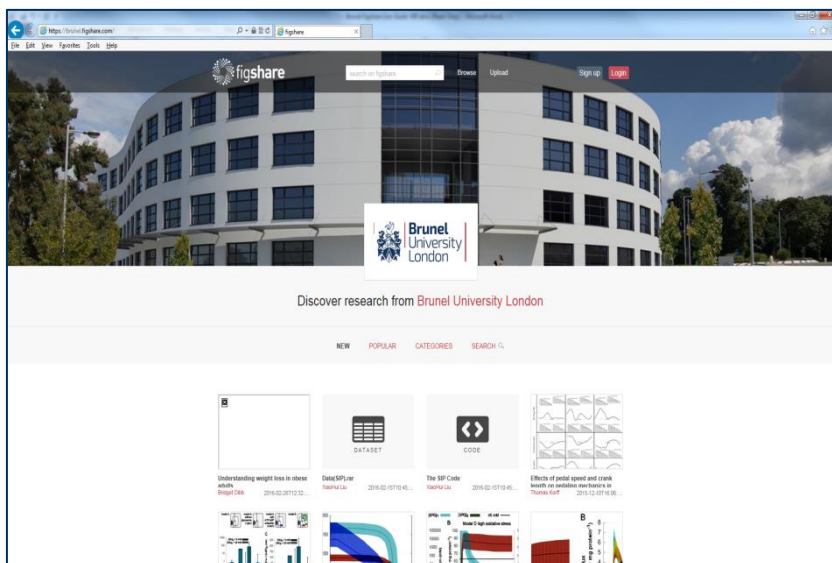
3. Using Brunel Figshare

Brunel Figshare accounts have been created for all research staff, with an **initial allocation of 50 GB** which can be increased upon request. Due to limited storage space we recommend using:

- Your Brunel Figshare account to share data as required by funders/ publishers.
- Subject specific Data Repositories (search on re3data.org) or those required by your funder/ publisher.

Registering and logging in

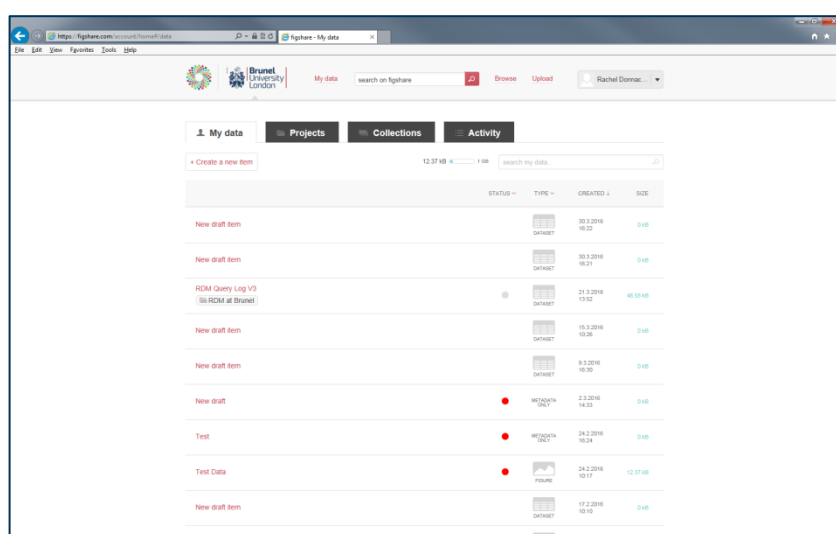
1. Navigate to brunel.figshare.com and select Login.
2. Enter your Brunel email address (Institutional Login – usual format firstname.lastname@brunel.ac.uk), you will be directed to the authentication system.
3. Type Brunel as the organisation name and select ‘Brunel University’.
4. Select Continue – and you should see your Brunel.figshare homepage. Your account is now ready for you to use.



Your Brunel Figshare Landing Page

Once signed in, you will arrive at this screen with the following options:

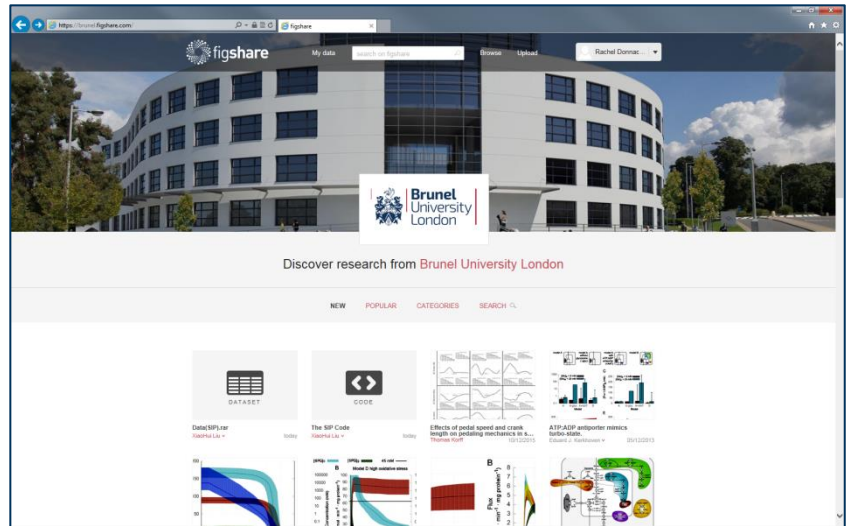
1. **My Data**
Details all your datasets (published and unpublished) and storage used. Allows you to deposit (and publish) new datasets.
2. **Projects**
Details all your collaborative projects and allows you to create new project.
3. **Collections**
Details all your data collections (groups of datasets) and allows you to create and share data collections.
4. **Activity**
Details any actions/messages that are currently active on your account.



Your Brunel Figshare Homepage

To go to your homepage, click on the Brunel University logo at the top of the page. From the homepage you can navigate to:

1. My Data
Directs you to your figshare page (see previous image).
2. Browse
Search for Brunel datasets by keyword, author, discipline etc.
3. Upload
Upload your own research data.



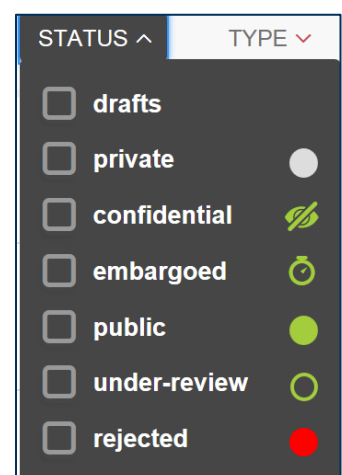
4. Depositing a Dataset

When you deposit a dataset, a corresponding brief Metadata form must also be completed with useful information about the dataset. This metadata is what the DOI (Digital Object Identifier) is associated with. You can:

- a. Choose not to publish the dataset i.e. not make it openly accessible to public. This might be required in cases where the publication is under an embargo, if the dataset needs to be made accessible in a restricted manner e.g. Non-Disclosure Agreement etc.
- b. Only publish the Metadata form but keep the dataset hidden (confidential).
- c. Publish the dataset such that it is publicly accessible.

All deposited data or Metadata records will be listed within My Data; next to the file name will be an icon indicating the status of that dataset.

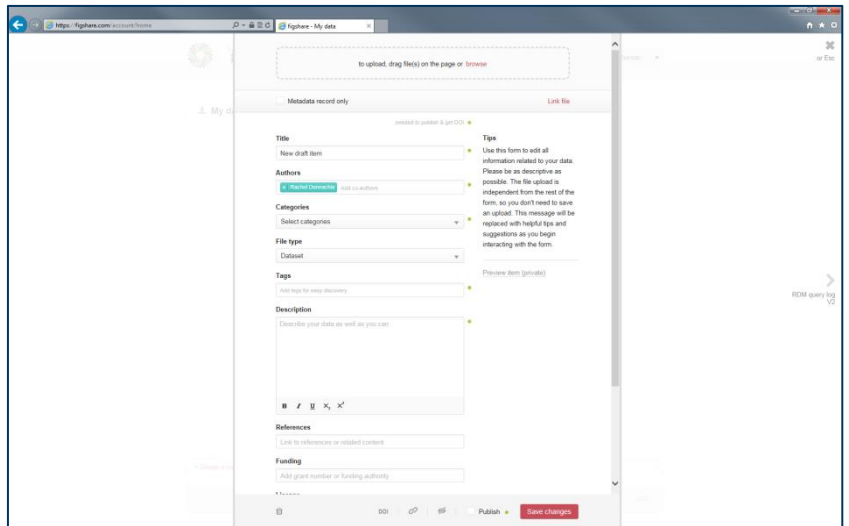
- No icon indicates that the item (Metadata only or with Data) is a draft.
- A grey dot indicates that the data file/ metadata file has been made private, and with the 'generate private link' option it can be shared with select individuals but not publicly.
- If a data file has been made confidential (eye icon) or has an embargo applied to it (clock icon), the corresponding icon indicating this will be present. In case of an embargo, this will be present until the embargo period has passed, while in case of a confidential record this will be present unless the confidentiality is manually removed from the record.
- A green dot indicates that a data file/ metadata record is published and is publicly available.
- A green outlined circle indicates that a data/ metadata is currently under review by the Brunel Research Data Management team.
- A red dot indicates that a data/ metadata has been returned by the review team, i.e. it hasn't been published – *you will receive an email explaining the reason and the next steps to make the data/ metadata publicly available.*



How to Create a New Item – Data deposit or Metadata-only

1. On your Landing page, click ‘Create a new item’ OR Click on the ‘Upload’ option on the top bar, and use the ‘Drag and Drop’ feature.
2. Fill in the Metadata form with useful information about the data file(s) targeted to potential users. Fields with ● green dots are mandatory.

Guidance for each field will appear along the right-hand side to help you complete the form.



- **Title** ●
Dataset title; for better discoverability enter the corresponding publication title
- **Authors** ●
Please ensure that any co-authors or co-creators of the dataset are included
- **Categories** ●
Select the research discipline category/ies that your research best correlates to.
- **File type** [^]
Select the file type of the research datasets being deposited.
- **Tags** ●
Keywords that can be used to describe the dataset or be used to search for the dataset; Enhance discoverability.
- **Description** ●
Add sufficient information so that others can understand the context of the dataset. Abstract from your publication can be included here.
- **References**
- **Funding**
Add the Funder name and Grant Number associated with the research project.
- **License** [^]
Choose the Copyright license terms you wish to release the data under, for use by others.
- **Apply embargo** [^]
If required set an embargo period for the dataset or the whole record (metadata & dataset).
- **Generate private link**
Generate a link which can be used to share the data privately.
- **Reserve DOI**
Generate a DOI even if the dataset is not currently being published – i.e. to create a DOI to send to the publisher for the Data Access Statement on your publication, before the data is published.
- **Publish** ●
Tick the box to send the dataset to the Research Data team for review. Once approved, this will be published directly. If any modifications are required, publishing will be rejected and the dataset will come back to you with details of changes required.

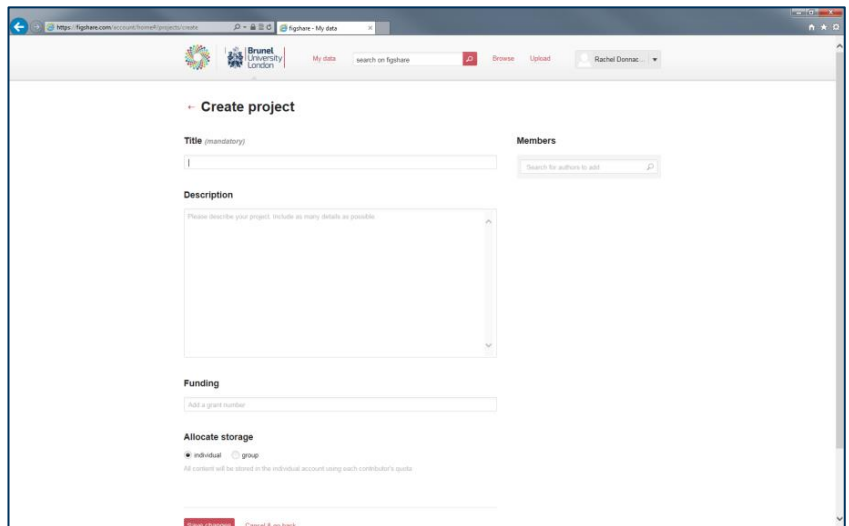
[^] See additional information in Appendices

3. Save changes, and to exit the Metadata screen use ‘X’ in top right corner of the form.

5. Creating a collaborative Project Space

In addition to the file sharing solutions offered by Brunel's central IT - Computing Centre (such as Dropoff, Sharepoint and University Shared Network drives), Brunel figshare offers 'Projects' spaces to facilitate collaborative working and data sharing between Research Group and Consortium members across different institutions.

Note that for the invitees to access the 'project', they must be a figshare user - either institutional (like those on Brunel figshare) or private figshare user. Private Figshare accounts can be created quickly at - <http://figshare.com>.



Most well-known commercial cloud based solutions are not recommended for research data, specifically sensitive or confidential data:

- They do not guarantee that our obligations are met, e.g. under the Data Protection Act (DPA).
- They do not offer sufficient protection for Intellectual Property, commercially confidential or sensitive information.
- They do not keep records as to who accesses the data.

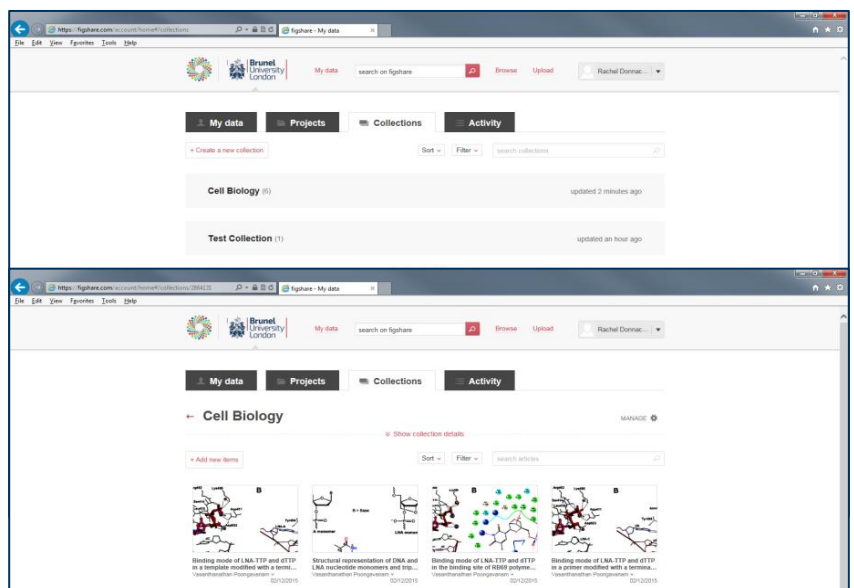
Before you choose to store data externally, please consider:

- the sensitivity and critical nature of the information, and
- any applicable privacy and security policies, laws, regulations or other restrictions

6. Creating a Collection

Brunel figshare 'Collections' function offers the ability to collect data items (public and private) in one place. The aim is to group together content (items) of a specific theme or for a specific purpose; this can be for personal use/ interest or as a sharing/development tool i.e. for a research group.

Collections are private by default; they can be shared with others privately or can be published, assigned a DOI and made publically available.



7. Appendices

Copyright & licensing

Copyright for work created during the course of employment is usually owned by the employer unless there is an 'agreement to the contrary'. Copyright applies to research data as well, and must be considered when creating/ collecting, sharing and re-using the data.

All publicly shared Research Data on Brunel Figshare are shared under [Creative Commons Licenses](#). Please refer to the Creative Commons website for details regarding the correct license for your dataset; they have a license selector tool that you may wish to use. Some examples are detailed here:

The Licenses



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Please note, for Research Data outputs uploaded to your Brunel figshare account and stored privately or in draft, selecting a license is not mandatory as only you can access this record at this stage.

Embargoes

The first choice available is **whether to apply the embargo only on the data file or on the whole record** i.e. Dataset and its Metadata.

Applying an embargo on the data file level will create a public facing metadata-only record. You may wish to include information about the embargo in the Description field. This record will have a countdown timer indicating when the file will become available. No further interaction will be required from you as the file will automatically become available when the embargo period is over.

If you choose to embargo the whole item, it is helpful to think of this as delayed publication. The metadata record will not be public facing and will remain entirely private until the embargo period is over. Similar to the embargo on data files, once the embargo period is over the whole item will automatically publish with no further intervention required from you.

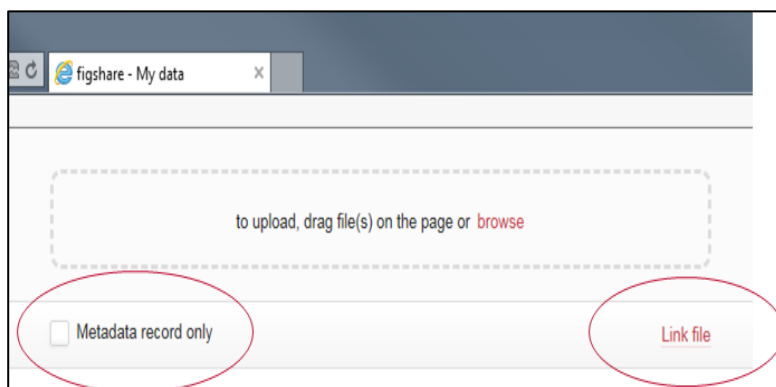
You should then choose when the embargo period should come to an end. You have the option to set a specific duration or you can define a specific date.

The final, *optional*, field is to add a reason why you have embargoed the file. This reason will be displayed on the metadata only public facing article page.

Linked files & metadata-only records

To include a linked file in a metadata-record, click on 'link file' option on the top right of the metadata form.

Next you will be prompted to add the public-facing URL of the file you wish to link to - this file could be the publication which this data is related to. Once you have added the URL, please complete the remaining fields as you would for any other record.



When you have published the article, the URL for the linked file will now show where your file visualisation would normally appear.

Metadata-only records are created by checking the "Metadata record only option". If you wish to add a reason as to why you are not adding a data file to your record or a contact i.e. email address to be given access to the data, please do so here and this will be publicly displayed on your article upon publication.

Confidential records

At the end of the article, providing you have uploaded a file you can choose to make the file confidential. This option will not be available if you have not uploaded a file. You will be prompted to provide a reason why you have make these files confidential. This is an excellent opportunity to provide contact details (of a long-term/ permanent contact) should anybody wish to request access to the file or simply to explain why the confidentiality is in place.

You can then go ahead and publish the record as you would a normal record.

Publishing a dataset

Assuming all mandatory fields have been completed, select the “Publish this item” checkbox and then click the green button labelled “Publish item” at the bottom of the form.

The record and any corresponding deposited data will then be sent for review by the RDM team in the Library, who will either ‘Approve’ the publishing or ‘Reject’ (they will send an email explaining the rejection and actions required i.e. requesting further information to be added, or, recommending another course of action, for example - to deposit the item in BRAD instead if the research output is a research publication rather than a dataset).

Once the item has been accepted the dataset will appear on the front page of the Brunel figshare website, where it can be viewed and directly downloaded. You can access this record to obtain the DOI (available under ‘Cite’) to include on the Data Access statement on your publication.

Things to consider when publishing your data:

- Ensure your data does not breach the ‘Data Protection Act’
- Ensure you have removed any protected Health information
- Ensure you have removed any ‘Personally Identifiable’ information

Please cite as: Bailey, C., Donnachie, R., & Mohan, A. A. (2016). ‘brunel.figshare.com, Brunel Research Data Repository & Registry User Guide’. Library, Brunel University London.
Available online: <http://www.brunel.ac.uk/researchdatamanagement>



Library, Brunel University London, 2016

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Contact us

The Library Research Support Team can provide further guidance, training and support on Brunel figshare and all aspects of Research Data Management.

Webpages: www.brunel.ac.uk/researchdatamanagement

Email: researchdata@brunel.ac.uk

Library
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