Submitting Collections

This page provides instructions for citing data by submitting Data Collections to the GUDMAP/RBK Data Explorer.

If you have any questions or feedback, please send them to your consortium's help email: help@gudmap.org or help@rebuildingakidney.org

We also have the following training materials available:

- Webinar Slides
- Webinar Replay 02/08/2018 (17:06)
- Tutorial Videos (Coming Soon)

Overview

Adding data Collections involves the following steps:

- Make sure you are in the correct Globus authentication group, kidney-writers, and that you are logged in.
- Create the base Collection record.
- For each type of data you would like to include, scroll down to the appropriate section and link the data records.

What is a Collection for?

- An upcoming publication

  - A collection can be properly cited in the paper
  - Data set citation (based on the Nature scientific data citation format)
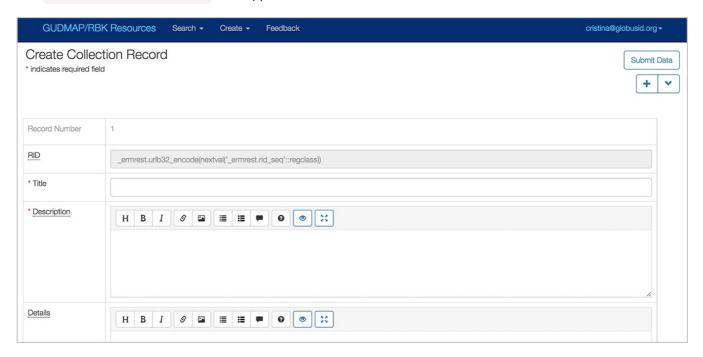
  Example: **McMahon, A. GUDMAP Consortium. https://doi.org/10.25548/BURB-6P44 (2017)**

  - Readers can unambiguously obtain data referred in the paper → **repeatable experiments!**

- A published publication

  - A collection can refer to the published paper in its description.
  - Readers can unambiguously obtain data referred in the paper → **repeatable experiments!**

- Collaboration

  - Create a specific set of data to be used for further discussion or collaboration.

1. Create the base Collections record

- From the navigation bar, click *Create > Collections*.

  The `Create Collection Record` form appears in a new browser tab.
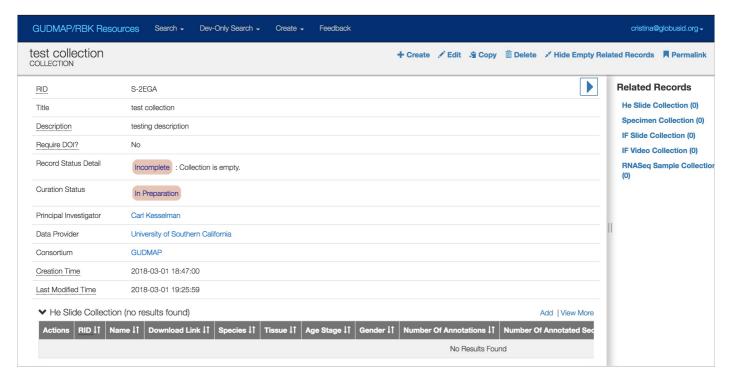

  For a screenshot of the entire form, click here.

- Select the values for each relevant field. The required fields are:

  - *Title*
  - *Description*: Try to give a good description of what the data is related to (ie, "This collection includes the original images for figures in XYZ paper")
  - *Require DOI?*: Set this to **true** in order to generate a permanent identifier for this collection (Please set this to true for collections related to publications).
  - *Curation Status*: Choose either
    - *In Preparation* (still drafting),
    - *PI Review* (ready for internal approval), or
    - *Submitted* (ready for Hub review). Your data will **not** be viewable publicly until approved for *Release* by the Hub. For a complete description of the Curation Process, click here.
  - *Principal Investigator*: Choose the name of your project's contact PI.
  - *Data Provider*: Choose your institution.
  - *Consortium*: Make sure you indicate whether this is from the RBK or GUDMAP consortium.

- Click *Submit Data* (scroll to the top of the page) to save the record. You can come back at any time and click "Edit" in the record header to modify this record.

2. Link your data records

Once the base Collection record is created, now you can link the related data. To the right, you'll see links that will take you further down the page to sections for each type of data you can link.

If you don't see a section for data you want to include, email help@gudmap.org or help@rebuildingakidney.org.
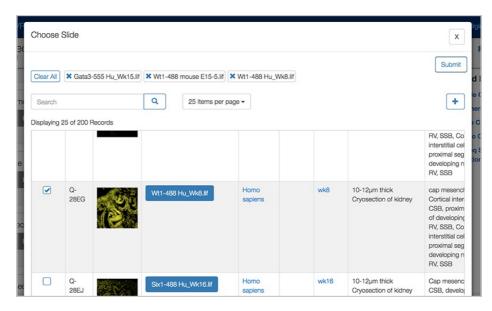

For the full length image of the screen, click here.

- In each relevant section, click "Add" to the right of the section header.
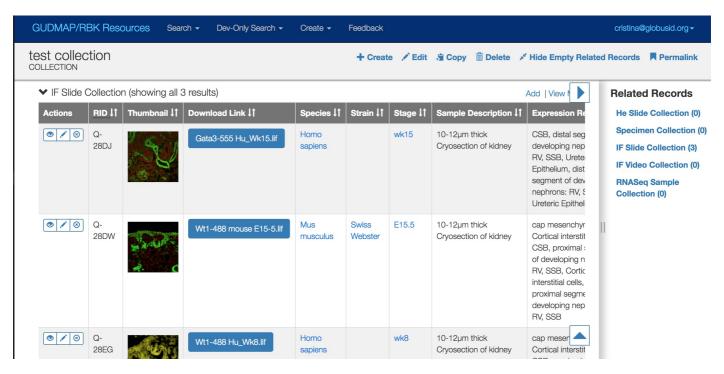

- Browse or search for the records you want to add and then click the checkbox to select them.

- Click *Submit* to link them to the Collection record.

- Once you're ready for internal review, change *Curation Status* to *PI Review*.

3. Reviewing and Submitting Data Collections

Note: By the hard launch of the new GUDMAP site in April, there will be dashboards and email notifications to make this process more straightforward. In the meantime, here is how a project's PI or designated reviewer can find their project's data with a Curation Status of "PI Review"

- Make sure you are logged in.

- From the navigation bar, click *Search > Collections*.

- In the faceting sidebar on the left, scroll to **Curation Status** and choose *PI Review*. Note: Keep in mind that the data submitter may have forgotten to set the Curation Status field, in which case the status would still be *In Preparation*.

- In the faceting sidebar, scroll to **Principal Investigator** and choose your project's PI. Now you should see the data you need to review.

- When your record is approved internally, change *Curation Status* to *Submitted* to send it to the Hub (click here for the full Curation Workflow).

4. Deleting Data Collections

Before you can delete the base Collection record, you need to unlink (delete) any data records associated with it.

To delete a data collection record:

- Scroll down the record to the sections for the different data types.

- In each of these sections, unlink the entries by clicking the 'x' icon in the *Actions* columns.

- Once all of the related records have been unlinked (deleted), then scroll up to the top of the record and click *Delete*.