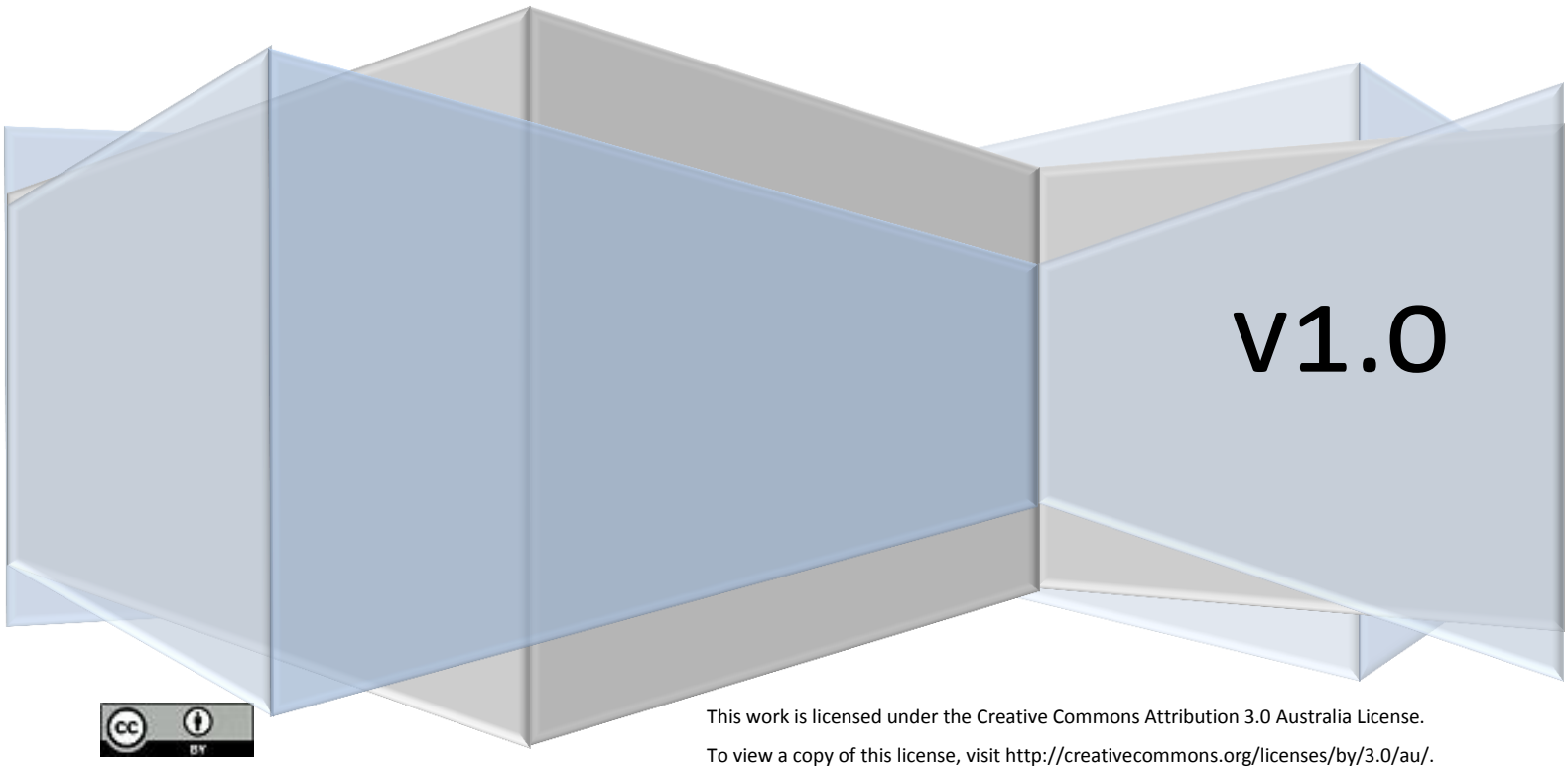
STASH User Guide

Using the UTS research data catalogue

Maintained by the UTS eResearch Support Group, x4000, eresearch-it@uts.edu.au

Go to STASH: https://redbox.research.uts.edu.au/redbox/

STASH was developed under a project supported by the Australian National Data Service (ANDS) through the National Collaborative Research Infrastructure Strategy Program and the Education Investment Fund (EIF) Super Science Initiative, as well as through UTS.



User Guide: **Stash**

Using the UTS research data catalogue (RDC)

Table of Contents

User Guide: **Stash**

Using the UTS research data catalogue (RDC)

Overview

This guide provides instructions for research staff, their delegates and/or faculty administrators who need to manage and or publish data from research projects, using Stash. Stash is maintained by the eResearch Support Group at UTS. Additional resources can be found in the eResearch section of the UTS internal website at http://research.uts.edu.au/eresearch/collect/index.html. For enquiries, or to send suggestions and feedback, please contact eresearch-it@uts.edu.au or phone 9514 4000.

Acknowledgements

Stash was developed as part of the UTS Metadata Stores project and is supported by the Australian National Data Service (ANDS). ANDS is supported through the National Collaborative Research Infrastructure Strategy Program and the Education Investment Fund (EIF) Super Science Initiative.

Licence

About Stash

Stash is a system which enables UTS researchers to manage, and maintain control over, research data. Stash supports researchers in fulfilling funder and UTS requirements for data management planning, proper research data governance and curation, as well as (optionally) sharing data with other researchers. Its purpose is to enable you to catalogue your research data when you archive it, to find it again later, and to provide instructions for data retention and management. Stash is integrated with UTS information systems (for example, Research Master) to reduce your workload by pre-populating data, providing field lookups and enabling cloning. Because your time is valuable, this integration will be ongoing in subsequent releases, so you'll find yourself having less to do each time you use Stash.

[1] UTS eResearch gratefully acknowledges the pioneering User Guide prepared by the Librarians of the University of Adelaide.

What can I do with Stash?

Create data management plans to meet funders' requirements.

Access research data storage facilities.

Find your research data after time has elapsed, by keywords, as well as date and project

Ensure that UTS stores your data for the correct retention period.

Control who has access to the data and when.

Decide whether/how it can be reused.

Determine what attribution you should receive if it is.

Cite your data using a URI/URL or a DOI (Digital object identifier).

Promote your research to interested collaborators by publishing (or publicising) the data.

Increase your scholarly outputs.

Stash and Research Data Australia

Research Data Australia (RDA) (http://researchdata.ands.org.au) is an Internet-based discovery service designed to provide rich connections between data, projects, researchers and institutions, and promote visibility of Australian researchers and research data collections in search engines.

Stash allows you to promote your research on RDA by uploading the description of your research data so that it can be found by potential collaborators.

RDA can be viewed by the public, therefore confidential data should not be published and sensitive data should be treated with caution. Human participant research data may be publishable with the informed consent of the research participants if it is de-identified. The Human Research Ethics Secretariat at UTS Research and Innovation Office can advise on this issue and can be contacted by email at Research.Ethics@uts.edu.au

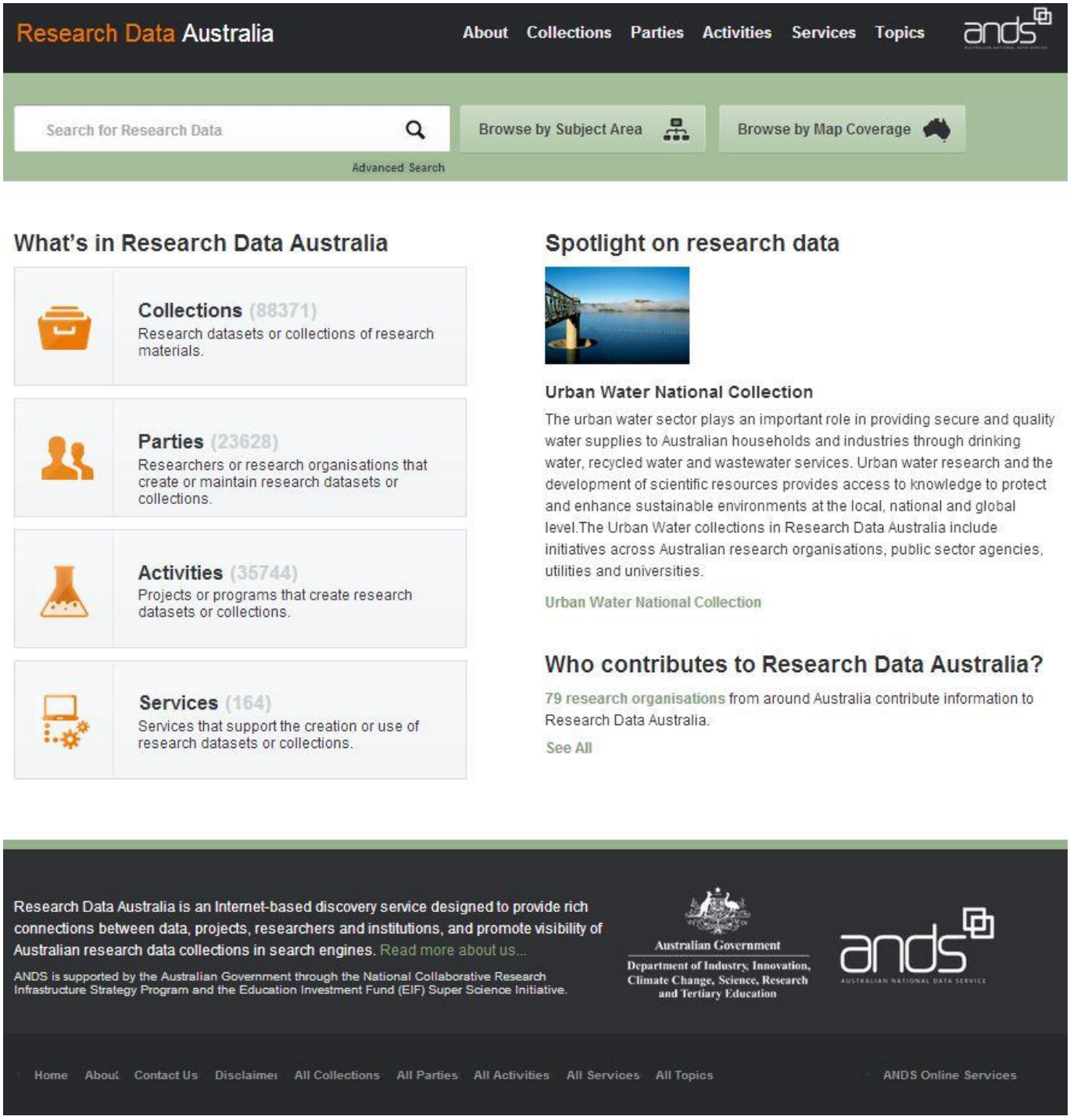


Figure 1. Research Data Australia portal (October 2013)

Accessing Stash

Access to Stash is via https://redbox.research.uts.edu.au/redbox/. Login is offered via the Australian Access Federation (AAF) to support extensibility to cross-institutional teams (see FAQ for more information).

1. Choose “Shibboleth Login” at the top of the Login window.

UTS Staff members can log in using their **UTS login credentials** (i.e. username and password).

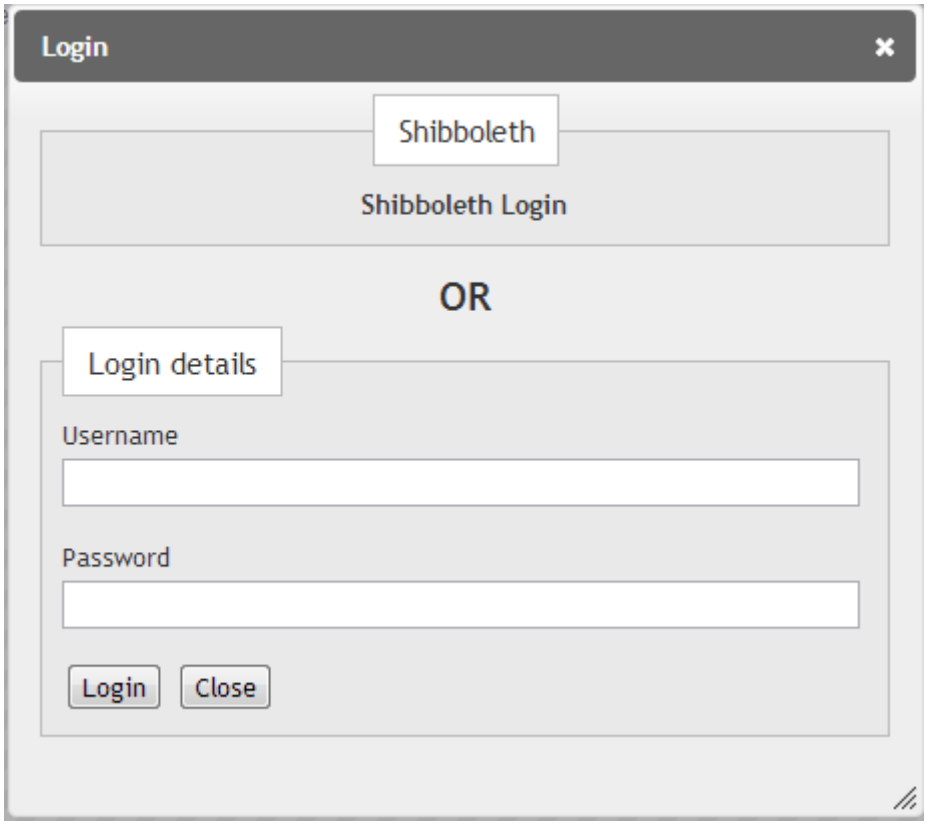


Figure 2. Stash Login screen

2. The first time you do this, choose ‘University of Technology, Sydney’ from the list of institutions and check the box next to “Remember my organisation permanently and skip this selection from now on”.

3. In the next window, simply use your **UTS login credentials** as Username and Password.

User Access and Roles

Guests

Guests (for example, UTS students) are only able to see “published” records. These are records that have been submitted and published to Research Data Australia (RDA).

Researchers

As a researcher you can:

- Add, Edit, Share (with specified users) and Delete your Data Management Plan (DMP)
- Create a research data record (from the DMP, or by cloning another record, or manually, using "Describe My Data")
- Edit, Share (with specified users), Clone or Delete your Private data records
- View any Private data records that another researcher has shared with you
- View any Published records

Private records:

- 'Sharing' allows you to specify which users (e.g. a research team member) may view your private data record.
- Only the owner of a private record may edit it.
- You can transfer ownership of your private record to another user (e.g. a data manager).[2]

Public records:

If you intend to make the data record (or part thereof) **public**:

- Submit your data record for review by a metadata librarian and faculty representative, and subsequent publication on RDA. There are two publication options:
    - *Publicise the data:* by default, only the details you have entered about your data, not the data itself is published.[3] Unless you choose to …
    - *Publish the data*: to give RDA users direct access to the data, just email eResearch (eresearch-data@uts.edu.au) and we will give you a URL to use as the data location, and arrange data hosting for you.
- Request a DOI (digital object identifier) for your published data.

Metadata Librarians

Metadata librarians ensure that Public data records meet ANDS metadata quality standards for RDA. Metadata Librarians can access and modify any records that have been submitted for publication, before submitting them for 'final review' by faculty.

[2] You should do this if the research data was generated as a UTS staff member, and you are leaving UTS.
[3] You can also withhold details about certain data items in your collection: to learn more see "location" below.

For information on expectations concerning content, visit the ANDS Content Providers Guide (http://ands.org.au/guides/content-providers-guide.html). For information on how the quality assurance process works, visit Quality Processes and Gold Standard records at (http://ands.org.au/guides/cpguide/cpgquality.html).

Final Reviewers

A final reviewer can access any records that have been submitted for publication and that have passed metadata review. The reviewer's role is to ensure that records are accurate and consistent with the standard required by your faculty and to publish the records to Research Data Australia.

Browsing and searching ("Home screen")

Click Browse (1) to browse records to which you have access. Note that the Views menu (2) allows you to filter your Browse or Search results (for example, 'Everything' or 'Published Objects' only). You can also use the Views menu to access the Researcher Dashboard (see below).

Search by keyword in the 'Search' box (3) on the top right of the page to search for records by keyword.

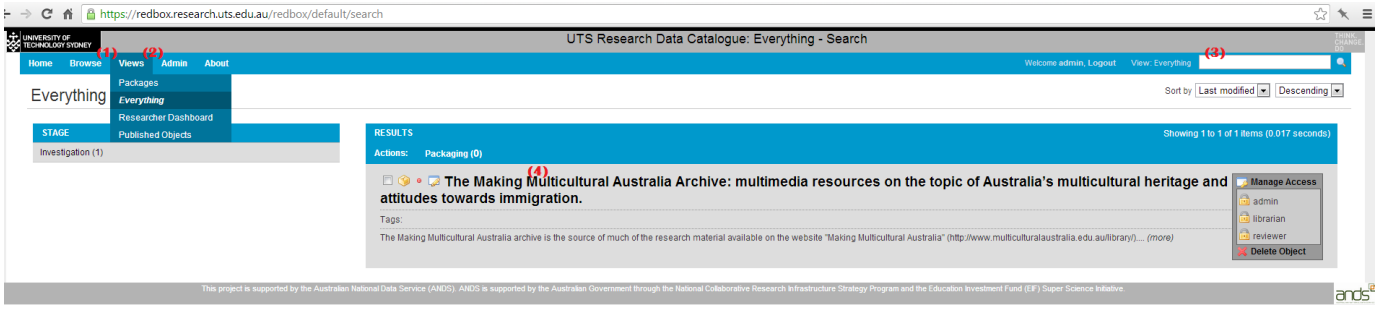


Figure 3. 'Home' screen - Search or Browse Data Records

Click on a record title (4) to view a full description of the dataset.

> Tip: The "Stage" box, at left, shows stages of the Publications workflow, and is only relevant if you are publishing your data records. Although Private records are counted under "Investigation", they will not be investigated unless you submit them for publication.

Researcher Dashboard

The researcher dashboard provides access to most functionality used by researchers.

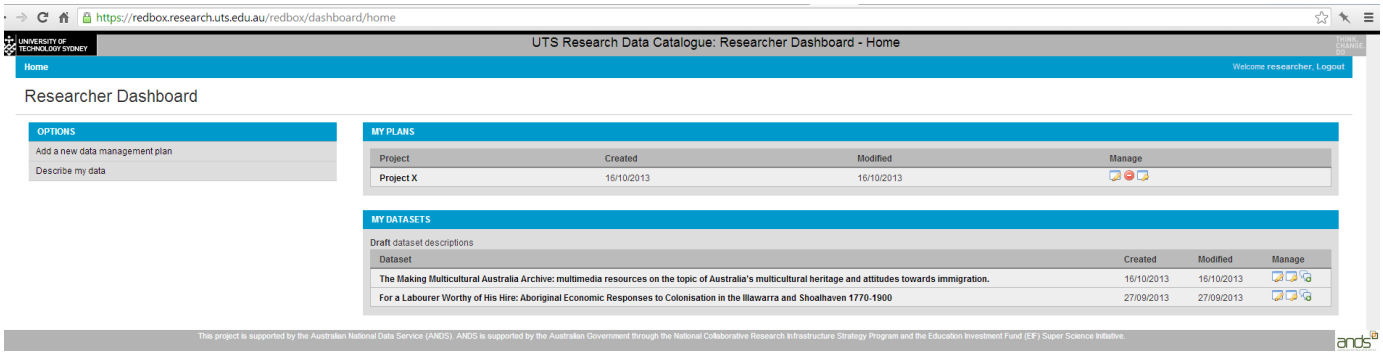


Figure 4 The Researcher Dashboard

OPTIONS: Choose to '*Add a new data management plan*', or add a research data record by choosing '*Describe my data*'.

MY PLANS: contains all of your Data Management Plans. Simply click on the Title (**bold**) to continue editing. When you are ready to do so, you can create a Data record entry from the bottom of the Plan's details screen, under Data Sets, 'Add more datasets'.

MY DATASETS: contains all active research data records. Simply click on the Title (**bold**) to continue editing, or click on Clone, if you'd like to create a new record based on one you have already created.

Within a record or plan,

- Click 'show all sections' to view the full record.
- Help boxes are provided throughout the form to assist you in completing each field. Click the question mark icon on the form for further information.
- Mandatory fields are marked with a red asterisk (*). You must complete these fields before the form can be submitted.
- You can use the **Save and Close** button to save the form for later.

Add a Data Management Plan

Registering a Data Management Plan will help put you in touch with eResearch services that can help you store or analyse your research data and allow you to collaborate online with colleagues. Your data management plan will satisfy the requirements of the *UTS Vice Chancellors Directive on Research Data Management* and most research funder requirements. If your funder has requirements beyond the scope of this tool, please contact the eResearch Data Librarian and we will endeavour to help.

If kept up to date, your plan will also lay the foundation for cataloguing your research data, ensuring that you (and UTS) can meet data governance responsibilities as required by the Code for the Responsible Conduct of Research, by being able to locate and access the data during the mandatory retention period.

Your data management plan is a 'living document' for the life of a research project, so you can return to it and update it at any stage, and should do so again at project completion.

If you require any assistance completing your plan, please contact the data-librarian@uts.edu.au, Ext 4000.

Describe My Data (Metadata)

Once you have logged in you can enter a description of your dataset or data collection.

From the home page click on 'Describe my data' in the left-hand menu.

Help text is used throughout the form to assist you in completing each field. Click the question mark icon on the form for further information.

Mandatory fields are marked with a red asterisk. You must complete these fields before the form can be submitted. You can use the 'Save and Close' button to save the form for later.

Tip: Only the Title and Description fields are required in order to save and close the form.

Overview

The Overview section is for summary descriptive information about the dataset or data collection.

Date Submitted

The date is automatically entered and cannot be changed.

Title

This is a mandatory field. Enter a title that meaningfully identifies the data. The title should be as specific as possible.

Examples: "Perceptions of relevance of tertiary education in the Australian Information Professional workplace: Survey Responses 2012", "Widefield fluorescent microscope timelapse images of cancer cell death signals in response to drug chemotherapy", "The *Making Multicultural Australia* Archive: multimedia resources on the topic of Australia's multicultural heritage and attitudes towards immigration."

Description

This is a mandatory field. Enter a concise description of the dataset or data collection. This may include a description of the nature of the data, how the data are arranged, and details of how the data have been processed or analysed including relevant tools and software. Use relevant terminology from your discipline but minimise use of specialist acronyms and jargon. The description is of the dataset or data collection and not a full description of the methods used to generate the data. The details you include in the description will depend on what you believe to be the fundamental characteristics of the data.

Example: This dataset contains the responses from a survey of 365 graduates of Information Management degrees with at least one years' workplace experience. The survey was conducted in 2012 and contains 42 questions. The purpose of the survey was to identify changes in Information Professional workplace practices, the extent to which curricula met workplace needs and to identify any gaps. The dataset also contains responses to basic demographic questions. Potentially identifying data (e.g. workplace names) have been removed. The responses are available as a Microsoft Excel 2007 spreadsheet.

Retention Period

This is a mandatory field. Choose the period of time that you intend to keep the data in line with relevant policies and legislation. You may need to consider the requirements of your funder and Australian Code for the Responsible Conduct of Research (this is accessible at http://www.nhmrc.gov.au/guidelines/publications/r39).

Options:

- 12 months (Short-term research projects for assessment purposes only)
- 5 years after publication (General research)
- 15 years after publication (Clinical trials [research involving humans])
- Permanent (Gene therapy [e.g. patient data / records] or data with significant heritage value)

Extent or Quantity

This is a mandatory field. Describe the extent of the dataset in terms meaningful for the data; that is, the number of pages, files or objects.

Examples: 1 Microsoft Excel 2007 spreadsheet, 40 Microsoft Word 2007 documents, 530 JPEGs, 260 blood samples and 1 Microsoft Access database

Data Size

For electronic data, enter the total size.

Example: 296 KB

Coverage

The Coverage section is for information about the temporal and geographic coverage of the dataset or data collection. Note that the Coverage section is for the subject of the data; not the dates or locations for where the dataset is stored.

Date Coverage

Enter the date range relevant to the data. Do not enter the dates of how long you intend to keep the data. There are two date fields for start date and end date; click in the fields to use the calendar widget to select the dates. You can also manually enter or edit the dates; for example, only key in the year if the day and month are not relevant.

Time Period

Enter a text description of the time period relevant to the data if it cannot be described using the date range fields above.

Examples: Ancient Greece, 21st Century

Geographic Coverage

Enter the geographic area relevant to the data. If your data are not specific to a geographic area then leave this field blank. Do not enter the data storage location here.

You may use the map to select an area as outlined below; or manually enter a correctly formatted set of coordinates or a value supported by one of the standards listed in the 'Type' drop-down menu; or enter free text. It is recommended that you use geographic description standards that are standards within your research discipline.

Geospatial Types: Use the drop-down menu to specify the appropriate format of the geographic coverage. Coverage 'types' available for manual data entry include:

- *GPS Exchange Format* (GPX) (http://www.topografix.com/gpx.asp)
- *Country code (iso31661)* - Codes for the representation of names of countries and their subdivisions - Part 1: Country codes (http://www.iso.org/iso/home/standards/country_codes.htm)
- *Country subdivision code (iso31662)* - Codes for the representation of names of countries and their subdivisions - Part 2: Country subdivision codes (http://www.iso.org/iso/home/standards/country_codes.htm)
- *KML long/lat coordinates* – (kmlPolyCoords) A set of Keyhole Markup Language longitude/latitude coordinates defining a polygon as described by the KML coordinates element (http://code.google.com/apis/kml/)
- *KML long/lat coordinates derived from GML* – (gmlKmlPolyCoords) Keyhole Markup Language longitude/latitude coordinates derived from Geography Markup Language defining a polygon as

described by the KML coordinates element but without the altitude component (http://code.google.com/apis/kml/)

- *Free text* – Enter free text; a search against the Geonames database will be run and any matching results will be displayed as a latitude and longitude value. If selected the value will be stored as a DCMIPoint.

Types available for use with the map are:

- *DCMI Box notation (iso19319)* – Dublin Core Metadata Initiative Box encoding scheme derived from bounding box metadata conformant with the iso19139 schema (http://dublincore.org/documents/dcmi-box) . *Use this if you have drawn a shape on the map.*
- *DCMI Point notation* - Dublin Core Metadata Initiative Point encoding scheme (http://dublincore.org/documents/dcmi-point). *Use this if you have drawn a point on the map.*
- *OpenGIS Geography Markup Language (GML)* Encoding Standard (http://www.opengeospatial.org/standards/gml)
- *Keyhole Markup Language* (KML) developed for use with Google Earth (http://code.google.com/apis/kml/)

Tip: In many cases this three step process will be suitable to enter the geographic coverage of your data: 1) Use the 'Find location' search box to locate a place on the map. 2) Use the map tools to draw a shape on the map around the relevant area. The coordinates will be input into the Location box below the map. 3) Choose 'DCMI Box national (iso19139)' from the 'Type' drop-down menu.

Using the map widget

Use the 'Find location' search box to locate places on the map; however, you will still need to select a region or point on the map. You can also use the arrow and zoom keys on the left-hand side of the map. Use the tools on the right-hand side of the map to draw a point or shape on the map. The coordinates will be input into the 'Location' box below the map.

Table 1.The map tools

	Use the arrow buttons to scroll across the map.
	Use the plus button to zoom in and the minus button to zoom out.
	Use the world button to return the map to the global view.
	Use the Navigate button to click and drag across the map.
	Use the Draw Point button to draw a point on the map. The coordinates will be input to the 'Value' field below the map. Then choose 'DCMI Point Notation' from the 'Type' drop-down menu.
	Use the Draw Path button to draw a line on the map. Click once to change the angle of the line; click twice to complete the line. The coordinates will be input to the 'Value' field below the map. Then choose the relevant standard from the 'Type' drown-down menu.
	Use the Draw Box button to draw a box on the map. The coordinates will be input to the 'Value' field below the map. Then choose 'DCMI Box notation (iso19139)' from the 'Type' drop-down menu.
	Use the Draw Circle button to draw a circle on the map. The coordinates will be input the 'Value' field below the map. Then choose the relevant standards from the 'Type' drop-down menu.
	Use the Draw Polygon button to draw a shape on the map. Click once to introduce a new side to the shape; click twice to complete the shape. The coordinates will be input the 'Value' field below the map. Then choose the relevant standards from the 'Type' drop-down menu.
	Use the Modify Features button to edit the location or parameters of points or shapes that you have drawn on the map. This button appears both on the right-hand side of the map and next to entries below the map where more than one line has been entered.
	Use the Delete button to delete an entry where more than one line has been entered.

Subjects

Fields of Research

Use the drop-down menus to choose the relevant Field of Research Code then press the 'Select this FOR' button. FORs can be entered at the two, four, or six digit level. Multiple FORs can be added.

Tip: You must press the 'Select this FOR' button for your choice to be entered.

Keywords

This is a mandatory field; at least one keyword must be entered. Enter relevant keywords or key phrases. Use the 'Add Keyword' button to enter one keyword or phrase per field.

> *Tip:* Each new keyword must appear on a new line. If matching keywords are found in the system they will be displayed as you begin typing and can then be selected.

Location

The Location section is for information about where the dataset or data collection are stored, including physical or electronic locations.

Identifier

Leave this field blank, unless you already have a DOI (Digital Object Identifier) for your data. If you have a DOI, enter it here.

Data locations

This is where you record the actual location(s) of the data item(s) in your data collection, both for data governance/mandatory retention purposes, and as a finding aid for your future self. You can record more than one data item, so that things that ought to be kept together may be catalogued together, even if they can't be in the same location. (for example, a survey response file and a survey instrument *or* an output dataset and the program code that produced it).

If you intend to submit your data record for publication, it must contain *some* data items that can be shared with other researchers. However, by choosing the location types carefully, you can control *what* you will share and *how*.

Location Types can be a 'file path', a 'physical location', or a 'URL'.

If you submit your record for publication and have entered a "file path" or "physical location" you are *publicising* your data, although it remains inaccessible to the RDA user. Therefore, you should specify how a researcher may obtain access to your data under the "Rights" tab.

If you enter a URL, this URL will appear in the data description record on RDA, so you are effectively *publishing* the data at that URL.

Tip. If you do not have a URL for your data, but want to make it directly available to the RDA community, please contact the eResearch Support Group after submitting your record and we will arrange data hosting and provide you a URL. Email: data-store@uts.edu.au or Phone: 9514 4000.

Notes give you the opportunity to enter some descriptive text about each item

Privacy settings give you even more control. Use these to determine whether information about a particular data item should, or should not, be published to Research Data Australia.

For example: you may want to keep track of a data collection including interview recordings and transcripts, but for privacy reasons, only the de-identified transcript files can be shared. Just enter the interview recordings location/notes as a private item, and the transcripts location/notes as a public item.

Data Record context	Will data record be published after 'submission'?	Will details about data items be included in publication?
1. All items are **private**	No	No
2. All items are **public**	Yes	Yes
3. Mix of **public and private items**	Yes	Only those which are 'public'

Tip. Since a physical address is a mandatory field for RDA, in cases 2 and 3 above, a "physical location" of "University of Technology, 15 Broadway, Ultimo, NSW, Australia 2007" will be added to your data record.

Rights

The Rights section is for information about the intellectual property and access arrangements for the data.

Licence

Creative Commons licenses are suggested, as they have been ported to Australian legal jurisdiction. CC licences reserve part of the copyright to the owner. This means that the recipient of a CC-licensed work is not at liberty to use it completely without restriction, but must respect the rights that have been reserved (or kept) by the copyright owner. In practice, the user of a CC-licensed work will be required to observe conditions that range from simply acknowledging the author of the work to not using it for commercial purposes and not making any derivative works. Each of the CC licences has an attribution condition (BY) which requires that the author or any other named party is attributed in the form specified in the licence, that the work is not falsely attributed to another author and that the work is not altered so as to prejudice the author's reputation. The licensor may, in addition, choose to license the work under one or more of the following conditions:

- Non Commercial (NC) – the work may only be used for non-commercial purposes;
- No Derivatives (ND) – only exact copies of the work can be copied, shared or used; derivative works based on the original work (e.g. adaptations or mash-ups) are not permitted;
- Share Alike (SA) – users may create and distribute derivative works, but derivative works should only be distributed under licence terms identical to those that apply to the original work (this term ensures that the material remains 'open').

For more information on the applicability to Creative Commons licenses to data, please see http://www.ands.org.au/guides/cc-and-data.html

Rights

This is a mandatory field. It is a statement setting out information about rights held in and over the collection such as copyright and other intellectual property rights. The rights holder for the collection should be indicated clearly. If there are additional considerations around the rights to access your data, such as third-party copyrights, licences, patents or other intellectual property rights, please also list them here.

The default text for this field assumes that the University of Technology, Sydney, holds the rights over the data. This is generally the case where research was undertaken as a staff member of UTS[4] (although this may not hold in some instances such as contract research).

Default text: Copyright University of Technology, Sydney, but made available under the specified license and access conditions.

NB: Higher Degree Research (HDR) students retain rights over their own research data, so if they intend to publish their data, they will need to sign a (non-exclusive) agreement allowing UTS publish the details.

For help or advice, please contact the eResearch Support data librarian. Email: data-librarian@uts.edu.au or Phone: 9514 4000.

Access Conditions

This statement sets out information about who may access the collection, when access may occur (including any embargo), and uses that may be made of the collection. If you have decided to publish data items to RDA, but have not specified a URL where the data can be retrieved, then you will need to provide information on how the data may be accessed here. Usually, this will be in the form of a statement, "Access to the data may be

[4] Note that this does not necessarily impinge upon a researcher's right to retain a copy of the data they have created.

negotiated with the [data manager / researcher]". Please ensure that the contact given is an appropriate 'gatekeeper' for data access requests and either specify a means of contacting them or ensure that they are listed as "Data Manager" on the People tab.

People

This section is for acknowledging the people involved with the data; that is, the creators or custodians of the data. It uses information from the University's research management system and from the National Library of Australia (NLA) Trove identity system.

Principal Investigator

This is a mandatory field.

1. Enter a letter or two of the first and/or last names of the principal investigator.
2. Click the 'lookup' text to the right of the name boxes to search the system. A pop-up list will display matching results.
3. Click in the radio box next to the name of the person in question then click 'Ok'.

> *Tip:* People listed in this section will have a National Library of Australia Persistent Identifier assigned and a 'party' record on Research Data Australia.

Data Manager

This is a mandatory field. The Data Manager should be the person who is to be contacted about access queries.

If you are using a generic name and email (e.g. MIF Lab Manager, mif@science.uts.edu.au), there is no need to use the Lookup. Otherwise

1. Enter a letter or two of the first and/or last names.
2. Click the 'lookup' text to the right of the name boxes to search the system. A pop-up list will display matching results.
3. Click in the radio box next to the name of the person in question then click 'Ok'.

Collaborators

You can add collaborators using either the Lookup or as free text. From an attribution point of view, the lookup may be preferable, as the collaborators RDA record can be linked to the data record.

1. Enter a letter or two of the first and/or last names of the principal investigator.

2. Click the 'lookup' text to the right of the name boxes to search the system. A pop-up list will display matching results.

3. If the person you want to add is not at UTS, check under the NLA tab. If they are not found there, simply enter free text

4. Otherwise, click in the radio box next to the name of the person in question then click 'Ok'.

Tip: Use the 'Add' button to list multiple people.

Relationships

The Relationships section is for acknowledging funding associated with the data. This section uses information from the University's research management system. You can also link to related publications or web sites.

Funder

Enter the funder's grant number or a keyword from the grant/project title in the 'Grant' field and choose the appropriate project from the drop down list.

Tip: You can search on either grant number or grant title keyword in the 'Grant' field. If your project is not included, use the 'Internal' tick box and enter the project number and project title as free text.

Use the 'Add grant' button to list multiple grants.

Related Publications

The Related Publications section is for information about publications that have been produced using the data.

1. Enter the persistent URL for the publication in the 'URL' field. This may be in the form of a Handle or Digital Object Identifier, for example, UTS Libraries eScholarship team (http://epress.lib.uts.edu.au/research/) use Handles in UTSePress to uniquely identify the University's research publication outputs.
2. Enter the publication title in the 'Title' field.
3. Use the 'Notes' field if you need to include additional information about how the publication relates to the data.

Use the 'Add another publication' button to list multiple publications.

Related Websites

The Related Publications section is for information about websites that relate to the data.

1. Enter the URL of the website in the 'URL' field.
2. Enter the name of the website or page in the 'Title' field.
3. Use the 'Notes' field if you need to include additional information about how the website relates to the data.

Use the 'Add another website' button to list multiple websites.

Notes

Please add additional explanatory notes about the dataset or data collection, including any information about the specific file path location of the data or any administrative notes that are not captured elsewhere.

Tip: Notes are for communication between researchers and reviewers and will not be published externally.

Saving and/or submitting your record

The Submit button sends your record into the review workflow, before publishing the data record to RDA.
If you do **not** wish to **publish** your data record to Research Data Australia, simply hit 'Save and Close' – there is no need to submit your record. [5]

The 'Save and Close' button can be used in either case, to save the form for later. As long as the Title and Description fields contain some text you can scroll to the bottom of the form and hit 'Save and Close'. The form will be accessible from the home page when you are logged in to Stash.

If you wish to publish or publicise your data record, hit the 'Submit' button once the form is complete. If one or more of the mandatory fields (marked with a red asterisk) have not been completed, the field(s) will display with a red error message. You must complete all the mandatory fields before you can submit the form.

You record will be moderated by staff in the eResearch Support Group. If any details require clarification you may be contacted using the contact details provided. Once your record has been moderated it will be published and will be visible to all UTS staff on Stash and on Research Data Australia. You will receive a confirmation email from data-librarian@uts.edu.au.

[5] If you click 'submit' by mistake, don't panic – publication is not instantaneous. Simply email data-librarian@uts.edu.au or call x4000 to let us know.

Frequently Asked Questions

What is the point of Stash?	Stash will benefit the research community as well as ensuring greater compliance with the Australian Code for the Responsible Conduct of Research.
	
	Stash will:
	• Provide an accessible record of:
	  ○ the raw outputs of research;
	  ○ where and how data are stored;
	  ○ the sensitivity of the data and restrictions on access;
	  ○ the ownership of the data and rights and access arrangements that relate to the data's use and reuse.
	• Indicate who is working on what types of research.
	• Enable discovery and reuse of data where appropriate.
	• Enable connections between researchers.
	• Provide a log of the data that the University is generating, thereby meeting record keeping requirements and providing a central source of information on the University's research efforts.

Can I login to Stash?	All current UTS staff members may have access to Stash using their standard staff number and password.
Can I access Stash from home or offsite?	Yes, you can access Stash from offsite.
What datasets and data collections should be included in Stash?	Stash is for all research data outputs at UTS. For cross-institutional collaborations, if the Principal Chief Investigator is from UTS or if UTS is the data custodian, the research data may be catalogued in Stash. Stash can be used to keep track of research data from any type of research project, not only those carried out under Category 1 grants.
Does Stash provide storage for data?	Stash is for descriptions of datasets and data collections; it does not store research data. However if you wish to publish

	your data directly, and do not have access to a webserver, you should contact the eResearch Support Group and you will be provided with storage and a URL. **Email:** data-librarian@uts.edu.au or **Phone:** 9514 4000 Stash provides a means for the University to forecast data growth and data storage requirements.
I want to save my form and complete it later.	As long as the Title and Description fields contain some text you can scroll to the bottom of the form and hit 'Save and Close'. The form will be saved for you to return to later.
Can I edit my record?	Saved records can only be edited before they are submitted for review. Access and edit records from the 'Saved Records' box on the Stash home page once you are logged in. If you need to make changes to your record after it is submitted, contact the University Libraries' Digital Services team: **Email:** data-librarian@uts.edu.au or **Phone:** 9514 4000
What is 'Submission request' in the 'Source' box?	Records that you have saved or submitted, but which have not yet been reviewed are listed under this label.
My project does not appear in the 'Related Projects' lookup.	Information about projects is taken from the University's research management system, ResearchMaster. If your project has not been entered in ResearchMaster, you can still add it as an "Internal Project".
My colleagues do not appear on the Stash 'Creators' lookup.	Information about people is taken from the University's Staff Profile System.
There are blank lines in the 'Saved Records' section on the home page.	If you open the 'Describe my data' form and exit without saving, the record will appear as a blank line in the 'Saved Records' box.
How will the University ensure that the information in Stash is not out of date?	The eResearch Support Group and UTS library will have access to Stash and will curate the entries to help ensure that the information collected is free from error. Information from other sources, such as people's names or research projects, will be updated. So, for example, if somebody changes their name, this information will flow through to Stash.

Will Stash include commercial data?	Commercial data are not specifically excluded. However, if there are sensitivities around publicising the existence of a commercial dataset then it should not be included in Stash.
What software does Stash use?	Stash is built using the open source ReDBox-Mint platform (http://www.redboxresearchdata.com.au/).
What is Data Citation?	Data citation is the practice of providing a reference to data, in the same way researchers routinely provide a bibliographic reference. Most importantly it enables the discovery, recognition and citation of research data.
Who do I contact for help and further information?	Stash is maintained by the eResearch Support Group. Please direct any queries to: **Email**: eresearch-it@uts.edu.au **Phone**: 9514 4000. For further information on research data management visit http://research.uts.edu.au/eresearch/collect/index.html