Uploading Your Data to UNCG’s Institutional Repository: NC DOCKS / Odum Dataverse

# **About the NCDOCKS / Odum Dataverse**

[From the NC DOCKS page on Research Data Submissions:](http://libres.uncg.edu/ir/uncg/submittingData.aspx)

*NC DOCKS is now partnering with UNC Chapel Hill's Odum Institute to host research data. This partnership offers the following advantages*

* *no cost to UNCG faculty*
* *integration with NC DOCKS*
* *automatic indexing of tabular data*
* *automatic conversion of tabular data to multiple formats*
* *redundant, geographically distributed back ups*
* *cross searchability with thousands of other datasets (primarily in the social sciences)*
* *long term storage of your data*
* *ability to control the degree of access others have to your data*
* *ability to update datasets and keep track of multiple versions*

*The UNCG Libraries believe that the NC DOCKS / Odum partnership will ably fulfill the data management plan requirements that are now commonly being mandated by granting agencies. For assistance in writing a data management plan, or with uploading your dataset to NC DOCKS / Odum, please contact Lindsay Gypin (lagypin@uncg.edu) or Jo Klein (ejklein@uncg.edu).*

*Each data submission should be accompanied by the* [*Odum Institute Data Archive Data Deposit Form*](http://libres.uncg.edu/ir/uncg/OdumDataDepositForm.pdf)*.*

*For more information on research data services at the UNCG University Libraries, please consult* [*[the Research Data Management (RDM)] guide*](http://uncg.libguides.com/rdm)*.*

# **Step 1) The data uploader creates an account**

1. Navigate to the UNC Dataverse site at <https://dataverse.unc.edu/>
2. Click on “Log In” in the bar at the top right of the page, and type in or use the drop down menu to select “University of North Carolina at Greensboro,” then click “Continue.”
3. Log in with your UNCG credentials; the page should redirect you back to your account on the UNC Dataverse site.
4. Contact a UNCG Dataverse admin ([Lindsay Gypin](mailto:lagypin@uncg.edu) or [Jo Klein](mailto:ejklein@uncg.edu)) to assign you the “Dataset Creator” role.

# **Step 2) A UNCG Dataverse admin assigns the “Dataset Creator” role**

1. Go to <https://dataverse.unc.edu/dataverse/UNCG>
2. Click on “Edit” > “Permissions” > “Users/Groups” > “Assign roles to users/groups”
3. Most faculty that will be depositing data should be given “Dataset Creator” as their role.
   1. Searching for faculty by their UNCG username (i.e. for “iminerva@uncg.edu”, search “iminerva”) works well.
   2. Faculty must have an existing account to assign the “Dataset Creator” role to.

# **Step 3) The data uploader prepares and reviews their data**

1. Complete the Data Deposit Checklist on page 6 of the [Odum Institute Data Archive Data Deposit Form](http://libres.uncg.edu/ir/uncg/OdumDataDepositForm.pdf)
2. Check that steps outlined in your data management/sharing plan have been followed as applicable.
3. Review [Nine simple ways to make it easier to (re)use your data (doi:10.4033/iee.2013.6b.6.f)](https://ojs.library.queensu.ca/index.php/IEE/article/view/4608). The [Jisc Research Data Management Toolkit page on sharing and publishing data](https://rdmtoolkit.jisc.ac.uk/share-and-publish/) is another good resource to review for what to consider before sharing your data. More resources at <https://uncg.libguides.com/RDM>
4. Contact [Lindsay Gypin](mailto:lagypin@uncg.edu), Data Services Librarian, to get assistance with preparing and uploading your data or to schedule a consultation.

# **Step 4) The data uploader adds their prepared data**

1. Complete and submit the [Odum Institute Data Archive Data Deposit Form](http://libres.uncg.edu/ir/uncg/OdumDataDepositForm.pdf).
   * Two links are broken as of 9/29/2020:
     1. Page 1: "Information on Preparing Files for Archiving and Sharing" is now "Deposit Data in UNC Dataverse" -<https://odum.unc.edu/archive/#archive4> (under Data Repository: UNC Dataverse)
     2. Page 3: UNC Dataverse Terms of Use (last updated May 2017) -<https://odum.unc.edu/files/2017/05/Policy_UNCDataverseTermsofUse_20170501.pdf>
2. Log in as done previously, and go to <https://dataverse.unc.edu/dataverse/UNCG>
3. Click on “Add data” > “New Dataset”
4. Fill out the required and optional metadata fields as appropriate and add dataset files.
5. Upload the completed Data Deposit Form along with your dataset files.
6. Click “Save dataset” to finish uploading your data.

# **Step 5) The data uploader links their dataset to NC DOCKS (optional but recommended)**

1. Contact [Anna Craft](mailto:arcraft@uncg.edu), Coordinator of Metadata Services, who will create the associated record in NC DOCKS.
2. Why do this? Linking the data set to NC DOCKS allows the data to be discovered alongside the author’s publications related to that data set.
3. Example: <http://libres.uncg.edu/ir/uncg/listing.aspx?styp=ti&id=14875>

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*Documentation by Jo Klein and Anna Craft*

*Last updated by Jo Klein & Lindsay Gypin, 11/23/2021*