

# Depositing Data in uOttawa Dataverse @ Scholars Portal



The Library supports University of Ottawa-affiliated researchers who wish to publish their research data in the Scholars Portal Dataverse repository, a publicly accessible secure data system in Canada. To deposit a dataset, follow these steps:

## 1. Create Account

1. Go to [Scholars Portal Dataverse](#) > [Explore Dataverse](#) > [Sign Up](#) (at top right)
2. Fill in the short sign-up form and **Create Account**. You can edit your account details after logging in.
3. Contact research data management services at [gdr@uottawa.ca](mailto:gdr@uottawa.ca) with the following information:

- Your user name for Scholar's Portal Dataverse
- Your academic status
- Your faculty, school or department
- If you are a student, indicate the name of your supervisor.

Once your account is validated you can deposit data!

## 2. Add & Edit Data

### Login

You will be automatically directed to the **uOttawa-Dataverse**

Choose the dataverse you want to deposit data into.

### Create a new dataset

Click **+Add Data**, and choose **New Dataset** (not New Dataverse) from the dropdown menu

- Select a dataset **Template** for the desired Creative Commons license (default license is CC0)
- *Be aware: selecting a template will clear all other data fields, so do this first.*

Fill in **Required Metadata** fields marked with a \* (*title, author, contact, description, subject*) *Note: many more metadata fields become available for editing after your dataset is saved.*

- It is recommended to fill in additional metadata fields: *Keywords, Related Publications*

You can save the dataset now, and add files later.

### Upload data files

The **Files** section is at the bottom of the page, below the Citation Metadata.

- Drag and drop files from your desktop, or **+Select Files To Add**, or **Upload from Dropbox**.
- Max file size: 2.5Gb. If your files are too large, try putting them into a Zip file, or contact [rdm@uottawa.ca](mailto:rdm@uottawa.ca) for help.
- Describe the files: Title, Description, Tags. People can't use your data if they don't know what it is!

**Note:** your files should not contain confidential information or other sensitive data.

### Save Changes

Click **Save Changes** button. This saves the dataset in **Draft** form; it is **not yet published** nor publicly visible.

Once a dataset is published, Dataverse assigns a **DOI** to permanently identify it. You can also assign a **Private URL** to share with a journal without publishing the data.

Contact [rdm@uottawa.ca](mailto:rdm@uottawa.ca) for help.

## Edit your dataset

You can edit elements of your dataset at any time using the **Files, Metadata, and Terms** (license and use permissions) tabs at the bottom of the page.

Files can be **Restricted** so they are available only on request. Contact [rdm@uottawa.ca](mailto:rdm@uottawa.ca) to learn how.

## 3. Publish Dataset

Depending on your user permissions, you will have a button for either:

- **Submit for Review** (the draft dataset is reviewed by a research data admin)
- **Publish** (makes the dataset publicly available)

Changes made to Files, Metadata, or Terms **after publishing** your dataset will be saved as a Draft version. **Click Publish again** to make the changes go live; the new version will supersede the old.

**Note:** Admin assistance is needed to un-publish a dataset, so be sure before Submitting or Publishing.

## 4. Cite Dataset

The data citation is generated by Dataverse based on the required metadata you entered. It's displayed in a blue box below the dataset title and version number. Copy and paste, or use the **Cite Dataset** button to export the citation into EndNote, RIS, or Bibtex.

<https://dataverse.scholarsportal.info/>