

Depositing data in the curated collection



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Table of contents

Creating an account.....	3
Offering a new study.....	4
Completing an offer form.....	5
Completing the deposit form.....	9
Signing the licence.....	10
Submitting the files.....	13
Offering a new edition.....	14
Further resources.....	15

Creating an account

To deposit data with the UK Data Service, you (the depositor) will need to [register](#) and create an account, if you have not already registered with the Service. Note that each individual must have their own account. Your user account enables you to offer data, edit metadata and submit the deposit form, electronically sign the licence, and track the progress of your data collection.

To log in or register, go to the UK Data Service [login page](#) and follow instructions.

Once you have logged in, you will be taken to the 'My Account' area. Users can see the data they are using in the 'Data' section, the deposits they have active in the curated collection under 'Deposits', and also their registration details under 'My Details'.

My account

Welcome to your account with the UK Data Service. Here you can keep track of your data downloads and access requests, projects and data deposits.

If you have already added one or more datasets to your account, you will need to assign them to a project before you can view them. If you have been redirected here after registering with the UK Data Service or after logging in to your account, you can use the data catalogue link at the top of this page to search datasets within our collection.

If you have been redirected from a partner website, this is because your action relates to data within our collection, so please return to your original website.

Each page features a page guide in the top-right corner, providing further information and instructions.

Data

Type	Total
Projects	3
Datasets awaiting assignment	0
Datasets awaiting action	0

[View data](#)

Deposits

Type	Total
Datasets	20
Licences	16

[View deposits](#)

Offering a new study

To offer a new study for the UK Data Service's curated collection, you must first complete an offer form.

Once the Collections Development team has received the data offer form, it will be appraised (in order to make the most appropriate appraisal, you may be contacted for further information). You will be informed whether:

- We accept the data into our curated collection.
- We accept the data into our self-deposit repository ReShare. If the data collection is accepted into ReShare you will be advised to submit a record via the ReShare platform.
- We will advise you to use an institutional repository or alternative place of deposit based on the suitability of the data.

If the collection is accepted in the curated collection, you will have to complete a detailed deposit form and electronically sign the licence.

Completing an offer form

To offer a new study, please follow the steps described below.

Please note you can always save the form and return to it at a later date. We are only able to appraise your data offer once you have submitted the form.

1. Log in to your UK Data Service account.
2. Select 'View deposits'.

My account

Welcome to your account with the UK Data Service. Here you can keep track of your data downloads and access requests, projects and data deposits.

If you have already added one or more datasets to your account, you will need to assign them to a project before you can view them. If you have been redirected here after registering with the UK Data Service or after logging in to your account, you can use the data catalogue link at the top of this page to search datasets within our collection.

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Data

Type	Total
Projects	3
Datasets awaiting assignment	0
Datasets awaiting action	0

[View data](#)

Deposits

Type	Total
Datasets	20
Licences	16

[View deposits](#)

3. Select 'Offer a new dataset'.

Deposits

Datasets

Status	Total
Published	0
In processing	0
Under deposit	20

[View all datasets](#)

Licences

Status	Total
Released	0
In draft	16

[View all licences](#)

[Offer a new dataset](#)

4. In order to make the most appropriate appraisal, we encourage you to complete the offer form as comprehensively as possible. The offer form contains the minimum metadata needed for us to appraise your collection.

Please note: if you are offering data that requires permission for access (Special Licence or Controlled data) please specify the Data Access Committee email address and the regularity of their meetings with an estimated time of approval (this is highly useful for managing user expectations).

Offer a new dataset

For security reasons the session expires after 20 minutes of inactivity and you will be logged out. Please ensure to save the form if you will be away for more than 20 minutes. You can access all saved forms via the "Deposits" tab, under the "Datasets" category, on the left-hand side menu.







Study description

Please complete this form if you are offering a data collection for the curated UK Data Service repository. The information provided will be reviewed by our Data Appraisal Group. Please include enough detail for us to make an informed decision.

Title: *

Provide a title that reflects the nature and subject of the data collection. We may amend the title to reflect current cataloguing standards.

Abstract:

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Provide a description or abstract for the data collection including general aims, purposes and background of the collection (300 words max). If this is a new edition of an existing study provide details about the changes to the data and/or documentation.

- Once you are happy with the contents of the form, scroll downwards and click 'Submit form'. Once the offer is submitted, you cannot make any changes.

You can return at any time to update the offer by clicking 'Save form', but we can only appraise the offer once it has been submitted.

Save form

Submit form

[Cancel](#)

You will receive an automated email which acknowledges receipt of the data offer, similar to the email below.

From: collections@ukdataservice.ac.uk
Subject: UK Data Service: Submitting data offer form

Dear <name>,

Thank you for submitting the data offer.

We will make an assessment of your data collection according to our [Collections Development Selection and Appraisal Criteria](#) which are informed by our [Collections Development Policy](#).

Our decision will be one of the following:

- Accept the data into our curated collection.
- Advise you to upload your record to our self-deposit repository [ReShare](#).
- Advise you to use an institutional repository or alternative place of deposit.

We aim to conduct all appraisals within 5 working days. We will contact you shortly with our recommendation.

Our Data Appraisal Group will make an assessment of your collection according to our Collections Development Selection and Appraisal Criteria which are informed by our Collections Development Policy.

If your data is accepted into our curated collection, you will receive an email similar to the one below asking you to complete the deposit form and read through the Licence Agreement. Once you have decided the access level for your study, please contact the Collections Development team via email.

From: collections@ukdataservice.ac.uk
Subject: UK Data Service: Please complete and submit the Deposit Form

Dear <name>,

Title: Test Data

ID: 11843

We have completed our review and are pleased to inform you that your data collection has been accepted into the curated repository.

Please log in to your account and complete the data deposit form and review the wording on our [Licence Agreement](#).

Please indicate, via email to collections@ukdataservice.ac.uk the access conditions and any additional conditions you wish to apply to these data. Please specify all copyright holders (individuals and/or organisations as applicable) in your email.

Completing the deposit form

1. [Log in to your account](#) and navigate to My Account > Deposits > [Datasets](#). The entry will be available under the heading 'Under deposit or appraisal'.
2. Click on the title of the entry. The Acquisition ID and the title should match the ID and title found in the automated email.

Under deposit or appraisal

Acq ID	Title	Study ID	Edition	Last updated
11843	Test Data	0	0	03/12/2021

3. Once you have clicked the title of the entry, click 'Edit and submit deposit form'. Here, depositors have the option to provide more information (e.g. methodology) that could not be provided in the offer form.

Test Data

Catalogue
Notes
Log

Edit and submit deposit form

Description

Title:
Test Data

4. Like the offer form, you can return to the deposit form at any time once you click save. You may only proceed to the next step once you have submitted the form.

Save form

Submit form

Signing the licence

The UK Data Service facilitates three levels of access for data:

- Open data: suitable for data that are neither classified as personal data nor personal information and with no residual risk of disclosure; these are made available to any user without the requirement for registration for download/access.
- Safeguarded data: suitable for data that are neither classified as personal data nor personal information but where there is a potential residual disclosure risk; these data are made available to registered, authenticated users, and where appropriate, special conditions are agreed to.
- Controlled data: suitable for data classified as personal information or personal data and data that are particularly sensitive, commercially, or otherwise; these data are made available to registered, authenticated, and accredited users, with projects approved by the data owner(s) via a secure virtual private network.

Read the full [Licence Agreement](#) on our website. When you have decided on the access level and any additional conditions you want to apply, please let us know by email to collections@ukdataservice.ac.uk.

Once the Collections Development team receives your instruction regarding access level and information on who retains the copyright for the data, they will create the licence for the data collection. An automated email will notify you that the draft licence has been sent to your account for you to review and sign via the online system.

To sign the licence please follow the steps below.

1. In the email you have received click on the Agreement link. This will open the licence from your account.

From: collections@ukdataservice.ac.uk

Subject: UK Data Service: Preparing the Licence Agreement for Signature

Dear <name>,

Title: Licence: <title>

We have prepared the Licence Agreement as per your instructions. Please review and sign the [Agreement](#).

If you have any additional and/or special conditions, or wish to discuss other access options, please contact: collections@ukdataservice.ac.uk for advice.

Test Data

[Draft licence](#)
[Notes](#)
[Log](#)

Rights

Rights owner

Name of rights owner

Organisational rights owner

Name of organisational rights owner

Copyright statement

Copyright statement information

Proposed licence text

1. LICENCE AGREEMENT

This licence is non-exclusive; this means that the data owner(s) can deposit and/or make available their Data Collection elsewhere. Copyright in the original data remains with the data owner(s) and is not transferred when data are deposited. This licence entitles the UK Data Archive to include the Data Collection in its holdings and to provide access to the Data Collection under the conditions specified in 2 Access Conditions.

Please read all of the terms of this agreement if you accept the terms complete the details below and retain a copy for your records.

1.1. Definitions

'Agreement'	this document including all of its terms and conditions.
'Registered User'	a user who has registered with the UK Data Service and therefore agreed online to the terms and conditions of the Service.

Signatory

Signatory Name

Signed

[Sign licence >](#)
[Download this licence as a PDF](#)

2. If the licence is as per your specifications, click on 'Sign licence'.

3. Once you have clicked sign, a declaration will appear. Confirm you are either the copyright holder, the joint owner of the copyright or authorised on behalf of the copyright holder(s) to sign the licence. Enter your name in the text box and click 'Sign licence'.

Declaration

I have read all the terms and conditions of this Agreement. By accepting the terms and conditions I confirm that the Data Collection (i) is not and shall be in no way a violation or infringement of any copyright, trademark, patent or intellectual property right whatsoever of any person(s) or organisation (ii) does not contravene any laws currently in force, including but not limited to the law relating to defamation and obscenity. I confirm that I am:

- the owner of the copyright and associated intellectual property rights in the whole Data Collection or am otherwise lawfully entitled to grant this licence;
- the joint owner of the copyright and associated intellectual property rights in the whole Data Collection and authorised to grant this licence on behalf of each and every joint owner;
- not the owner of the copyright and associated intellectual property rights in the whole Data Collection but am authorised to grant this licence on behalf of each and every owner (this includes institutional or organisational copyright holders).

Once the licence has been signed, the legal framework and access pathway have been checked, and all the data and supporting documentation have been received, the Collections Development team will transfer the data collection to the Curation team.

The Curation team work to a processing timeframe of 30 working days for quantitative studies and 35 working days for qualitative. If any queries arise during processing, a member of the team will contact you directly.

Submitting the files

Once you have completed the deposit form and signed the licence, data can be securely transferred.

Please consult locally on your department's or organisation's preferred method of data delivery and keep in mind that all data sent to us should be password protected.

Our preferred method of receiving files is using the [University of Essex's ZendTo service](https://zendto.essex.ac.uk) (<https://zendto.essex.ac.uk>), addressing the deposit to the email account ukdscoll@essex.ac.uk and noting the study title, acquisition number, and depositor name in the dropbox description.

If you are sending sensitive or personal information, please let us know how and when we will receive the data; also, please label the files appropriately (our preferred term for labelling is 'restricted' but if you use another convention let us know in advance).

Please do not send the materials before the deposit form and licence are in place. We are unable to pick up files prior to the licence being signed.

For further instructions on how to use ZendTo, please refer to our [ZendTo guide for depositors](https://ukdataservice.ac.uk/app/uploads/zendtoinstructions_depositor.pdf) (https://ukdataservice.ac.uk/app/uploads/zendtoinstructions_depositor.pdf).

Offering a new edition

If you are depositing a new edition of an existing study, please contact the Collections Development team at collections@ukdataservice.ac.uk and specify the Study Number and the Study Title for the collection you wish to update. We will initiate the new edition and you will only have to submit the deposit form, and if any changes are required, sign a new licence.

Once the Collections Development team has initiated the new edition, you will receive an email similar to below inviting you to submit the deposit form and review the licence. If any changes are needed to the licence, please let us know.

From: collections@ukdataservice.ac.uk
Subject: UK Data Service: Please complete and submit the Deposit Form
Dear <name>,
Title: <Title>, New Edition
ID: <XXXXXX>

We have completed our review and are pleased to inform you that your data collection has been accepted into the curated repository.

Please log in to your account and complete the data deposit form and review the wording of our [Licence Agreement](#).

Please indicate, via email to collections@ukdataservice.ac.uk the access conditions and any additional conditions you wish to apply to these data. Please specify all the copyright holders (individuals and/or organisations as applicable) in your email.

We will use the UK Data Service licence builder to create the Licence Agreement based on your requirements. The draft agreement will be sent to your account, where you can review and once approved, sign. The Collections Development team will be notified once the agreement has been signed.

Please note, if you are depositing a new edition (this will be reflected in the title) and there are no changes required to the access conditions and/or copyright, you do not need to email us in regard to the licence.

To edit the deposit form please follow the steps described in 'Completing the deposit form'. For any new edition deposit, please make sure to specify in detail all changes to the data (e.g. variable additions or deletions, variable names, or value labels changes, etc.) in the abstract field. If any variable names and labels have been changed, please submit the code and any additional and/or supporting documentation to ensure reproducibility.

Further resources

[Prepare your data for deposit](#)

[Recommended formats](#)

[Curated data repository: in-house checks](#)

[Research data management resources](#)

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