Depositing your data with ReShare

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Overview

- What is ReShare?
- Data sharing checklist
- Deposit process
- Documentation
- Access
- Demonstration
- Q&A

What is ReShare?

- UK Data Service's online data repository, where researchers can archive, publish and share research data: http://reshare.ukdataservice.ac.uk

- It allows depositors to create data collections themselves - upload data and documentation files

- Once completed by depositors, collections go into a review area, where we check for disclosure risk, copyright breaches, validity of file formats and level of documentation

- Published data collections can be accessed from the UKDS data catalogue: https://www.ukdataservice.ac.uk/

Deposit process

- Register, Log in
- Create metadata record for data collection
- Upload data and documentation files
- Set access and licence conditions
- Submit

Researcher/depositor

- Review
- Publish

UK Data Service

Data sharing checklist

1. Seek informed consent (if this is the chosen processing ground), also for data sharing and long-term preservation and curation

2. Protect identities e.g. anonymization, and (or) not collecting personal data (only collect data that is necessary)

3. Regulate access where needed (all or part of data) e.g. by group, use or time period

- Remember:

✓ to store personal or sensitive data securely and separately.

✓ to utilise encryption and consider the storage location.

Documentation

- Planning ahead will save you time and help keep things organised. A useful exercise is to think about the information that a stranger to the project would need in order to understand, replicate or reuse the data.

- Planning to archive the data at the end of the project and where in particular can be useful to know in advance, as guidance/formats/metadata standards can vary across repositories.

- Project-level documentation includes information about the study, what were the main research questions, type of data was collected to answer these questions.

- Data-level documentation includes information at the level of individual data files, such as an interview transcript or a particular variable in a dataset

What to include as documentation?

- Data collection methodology and processes: sampling, sample size, fieldwork protocol, experiment protocol, interviewer instructions

- Codebook, user guide (for quantitative data)

- Information sheet, consent form (blank versions)

- Questionnaires, show cards, topic guides

- Transcripts: header with context information: data and place of interview, interviewer, interviewee details (in line with consent form) etc.

- Data list: overview of key information about each interview, a map of the data collection (for qualitative data)

- Links to reports and publications (preferably DOIs where possible)

Tip: To learn more about documentation, join our next **How to document quantitative and qualitative data** workshop, on 28 November, 11am. For more details and registration, see here.

In practice: data list

Study Number 6377

Integrated Floodplain Management, 2006-2008

Morris, J.

Floodplain farm survey

| Interview ID	Farmer code	Age	Farm scheme	Farm type	Size of farm (hectare)	Number of holdings	Date of interview	Interviewer name	No of pages	Text file name	Audio file name
1	Be1	35-45	Beckingham	Beef	360	1	04.12.2006	Helena	28	6377int001	6377int001
2	Be2	45-55	Beckingham	Arable	364	1	05.12.2006	Helena	21	6377int002	6377int002
3	Be3	45-55	Beckingham	Arable	372	2	06.12.2006	Helena	22	6377int003	6377int003
4	Be4	45-55	Beckingham	Arable	194	3	06.12.2006	Helena	18	6377int004	6377int004
5	Be5	55-65	Beckingham	Arable	108	1	07.12.2007	Helena	21	6377int005	6377int005
6	Be6	45-55	Beckingham	Arable	1254	2	01.02.2008	Helena	19	6377int006	
7	Bu1	55-65	Bushley	Mixed	101	2	13.02.2007	Quentin	29	6377int007	6377int007
8	Bu2	>65	Bushley	Mixed	97	1	15.02.2007	Quentin	15	6377int008	6377int008
9	Bu3	>65	Bushley	Arable	194	4	13.02.2007	Quentin	21	6377int009	6377int009
10	Bu4	55-65	Bushley	Mixed	202	1	15.03.2007	Helena	19	6377int010	6377int010
11	Cu1	35-45	Cuddyarch	Dairy	64	1	08.05.2007	Helena	19	6377int011	6377int011
12	Cu2	55-65	Cuddyarch	Dairy	189	2	08.05.2007	Helena	18	6377int012	6377int012
13	Cu3	55-65	Cuddyarch	Mixed livestock	76	1	08.05.2007	Helena	13	6377int013	6377int013
14	Cu5	45-55	Cuddyarch	Mixed livestock	198	1	09.05.2007	Helena	24	6377int014	6377int014
15	Cu6	55-65	Cuddyarch	Dairy	89	1	09.05.2007	Helena	14	6377int015	6377int015
16	Cu7	>65	Cuddyarch	Mixed livestock	190	4	11.05.2007	Helena	20	6377int016	6377int016
17	Cu8	55-65	Cuddyarch	Mixed livestock	109	2	11.05.2007	Helena	22	6377int017	6377int017
18	Id1	55-65	Idle	Arable	158	3	07.02.2007	Quentin	17	6377int018	6377int018a
18	Id1	55-65	Idle	Arable	158	3	07.02.2007	Quentin	17	6377int018	6377int018b
19	Id1b	55-65	Idle	Arable	158	3		Quentin	22	6377int019	
20	Id2	45-55	Idle	Dairy	150	1	08.02.2007	Quentin	17	6377int020	6377int020

Organising data

- Plan in advance how to best organise data (project specific)

- Use a logical structure and ensure collaborators understand

Examples

- Hierarchical structure of files, grouped in folders e.g. audio, transcripts and annotated transcripts

- Survey data: spreadsheet, SPSS, relational database

- Interview transcripts: individual well-named files
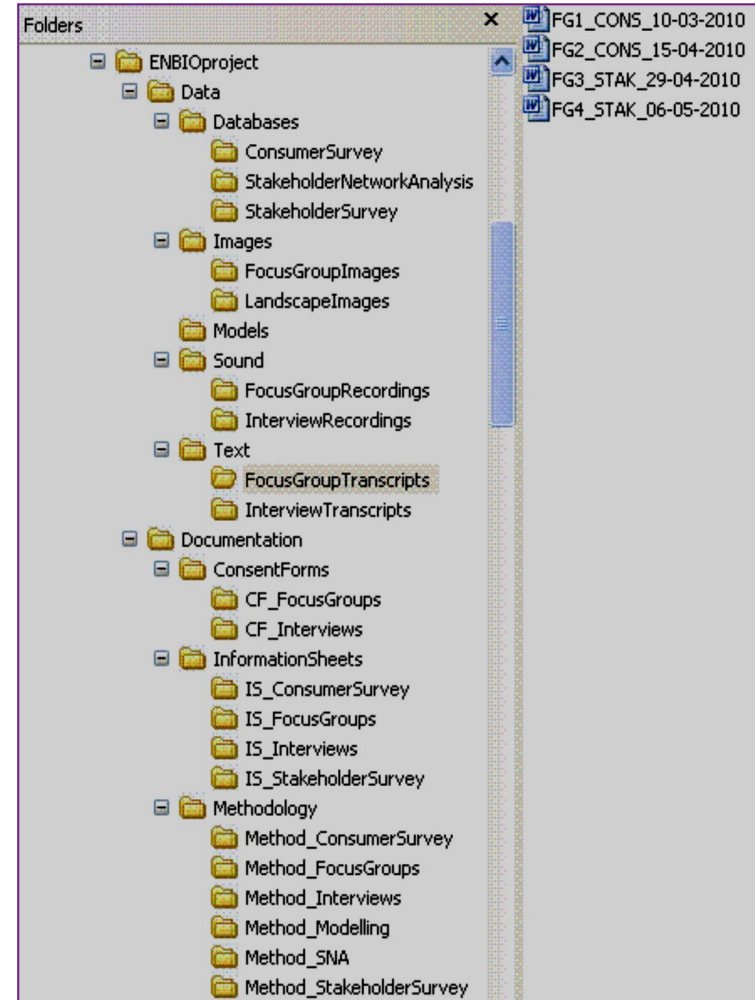
Managing access to data

Open
- available for download/online access under open licence without any registration
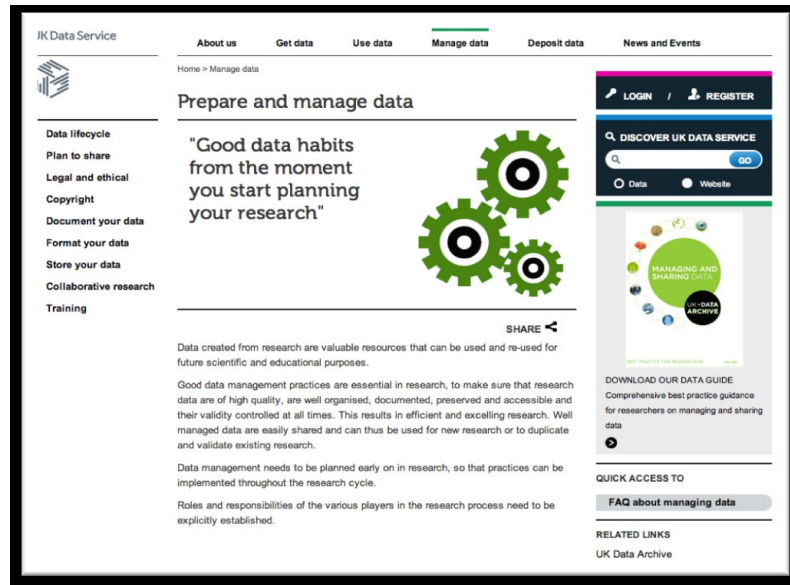
Safeguarded
- available for download / online access to logged-in users who have registered and agreed to an End User Licence (*e.g. not identify any potentially identifiable individuals*)
- special agreements (depositor permission; approved researcher)
- embargo for fixed time period

Controlled
- available for remote or safe room access to authorised and authenticated users whose research proposal has been and who have received training

UKDS data management guidance

- Best practice guidance: www.ukdataservice.ac.uk/manage-data.aspx

- CESSDA Data Management Expert Guide

- Managing and Sharing Research Data – a Guide to Good Practice (Sage Publications Ltd)

- Training: www.ukdataservice.ac.uk/news-and-events/events

- Twitter: @UKDSRDM
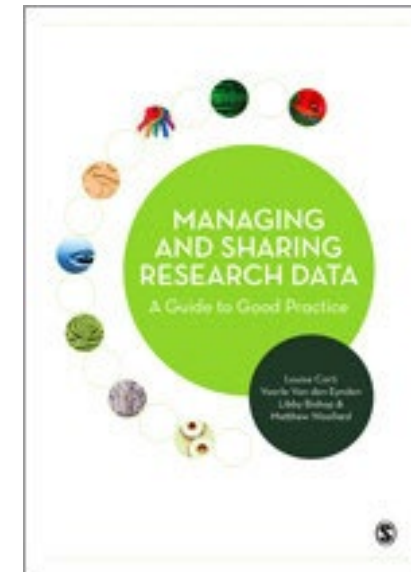
Tools and templates

- Model consent form and survey consent statement: https://ukdataservice.ac.uk/learning-hub/research-data-management/ethical-issues/consent-for-data-sharing/

- Transcription template: https://dam.ukdataservice.ac.uk/media/622380/ukdamodeltranscript.pdf

- Transcription instructions: https://ukdataservice.ac.uk//app/uploads/ukda-example-transcription-instructions.pdf

- Transcription confidentiality agreement https://dam.ukdataservice.ac.uk/media/622354/ukda-transcriber-confidentiality-agreement.pdf

- Data list template

- ReadMe File

Further resources

- [Research data management](#) - UKDS Guidance

- [Data Management Expert Guide –](#) CESSDA

- [DMPOnline](#) - Digital Curation Centre

- [Anonymising Research Data](#) - ESRC National Centre for Research Methods, Working Paper 7/06

- [Guide to Social Science Preparation and Archiving](#) from the Inter-University Consortium for Political and Social Research

Get connected

http://ukdataservice.ac.uk/about-us/contact.aspx

https://www.jiscmail.ac.uk/cgi-bin/webadmin?A0=UKdataservice

https://twitter.com/UKDataService
@UKDataService

https://www.facebook.com/UKDataService

https://www.youtube.com/user/UKDATASERVICE

***Powerpoint slides will be available on our website in due course and you can catch up on the recording on our Youtube channel. ***

Upcoming events

Recurring Workshops:

- Data management basics
- Ethical and legal issues in data sharing.
- Introduction to copyright: Copyright and publishing.
- Getting started with secondary analysis.
- Consent issues in data sharing.
- Computational social science drop-in.
- Data documentation.
- Depositing your data with ReShare.
- Safe researcher training.

For more information and registration, see our Events Page

ReShare Demo

If you are preparing to deposit data, you can create a data collection in real time with me.

Steps:

1. Go to: https://reshare.ukdataservice.ac.uk
2. Register
3. Login
4. Create a new data collection

Thank you.