UCLanData FAQs

Q 1 What do you mean by 'research data'?

Research data are facts, observations or experiences on which an argument, theory or test is based. Data may be: numerical, descriptive or visual; raw or analysed; experimental or observational; quantitative or qualitative; digital or analogue.

Data may include: lab notebooks; field notebooks; primary research data; statistics; questionnaires; audio; video; images; CAD models; computer-generated; slides; artefacts; specimens; samples; software. All of the above can be uploaded to UCLanData.

Q 2 Can I deposit to a different repository?

Yes. Some funders operate subject repositories or recommend specific repositories. For example, if you are ESRC funded you should offer your data to the UK Data Service. If you do place your data in another repository you should also include a metadata-only record in UCLanData with a link to the external location of the data. Metadata is descriptive information typically used to discover digital resources via, for example, Google.

Any repository you select should be stable, established and reliable. The preservation and accessibility of your data should be guaranteed for the required number of years, the metadata should be of a standard that permits easy discovery, and datasets should be allocated a DOI on deposit. The Digital Curation Centre has produced a useful guide to choosing a repository and a list of data repositories is available at the Registry of Research Data Repositories.

Q 3 What are my legal and ethical responsibilities when submitting data?

You should not upload data where copyright or other rights may be infringed (this includes third party copyrighted material such as images, maps, graphs, etc.). It is the responsibility of the researcher to check that by depositing data on open access participant confidentiality is not breached and the principles of the Data Protection Act are adhered to. Data should be shared only in accordance with the consent obtained from research participants or guarantees made during the ethical approval process.

Q 4 What type of data can I upload to UCLanData?

Any type of data can be submitted to UCLanData, including all noted in Q1 and more. However, it must be completed data that is no longer being worked on.

Q 5 Which file formats can I upload to UCLanData?

Any type of file format can be uploaded to UCLanData as it is format agnostic. However, we would recommend that you upload your data in the format in which it was created and, where possible, in a more preservation-friendly, open format.

Q 6 Is there an upload limit on file size?

There is no upper limit on the amount of data than can be uploaded to UCLanData. However, the more data you upload the longer it will take. If you plan to upload more than 10GBs please contact the Research Data Manager before you do so.

Q 7 How do I upload data to UCLanData?

Access UCLanData at http://uclandata.uclan.ac.uk. Step-by-step guidance is available. Like the research publications repository, CLoK, UCLanData runs on the Eprints software platform. It is accessible from anywhere and you are able to upload data from any internal or external location. You will need your UCLan network username and password to login and start uploading your data.

Q 8 Should I upload any other information with the data?

Yes. The record of your data on UCLanData consists of three elements:
1) The dataset itself, uploaded as individual files or zipped into a bundle.
2) Metadata. Descriptive information about the dataset and the files it contains, which will be generated as you complete the upload form.
3) Any additional files and/or documentation (such as a Readme file) that add to the value and reusability of the data.

The supporting documentation/metadata will vary depending on what type of data you are uploading. For example, if you upload a relational database the documentation should explain the relationships within that database; if you are uploading experimental data, you should explain what hardware and software you used to generate the data.

The data, supporting documentation and metadata together should contain all the information needed for another researcher to discover, understand and reuse your data.

Q 9 Can I upload more than one file to the record of my data?

Yes.   You can upload several separate files to the same record at the 'Upload Files' stage by selecting 'Browse' again after you have completed the information for the first file. See Q8.

Q 10 How do I create a zip file?

On a Windows computer you can easily create a zip file by right clicking on the file or folder you wish to zip, move the cursor over "Send to" and then click on "Compressed (zipped) folder". The zip file will be created. You could also use software such as 7-Zip, which is recommended by the University and installed on most machines.

Q 11 Can I place an access restriction on my data?

Yes. Although you must always comply with your funder's and UCLan's policy. Upon upload you can set access restrictions for each file:

1) You can embargo your data for a pre-determined period of time in line with funder policy.
2) You can embargo your data permanently providing you have a valid reason for doing so and your funder has agreed to the embargo.
   In the case of 1 and 2, people who have found your data and wish to know more can contact the Repository Team to request access.
3) If your data is considered security-sensitive, you will be offered a secure closed storage option. You may choose to add a metadata-only record to UCLanData if there is no risk in doing so. Contact the Research Data Manager to discuss storage.

Q 12 Can I stop my data being used commercially?

Possibly. If you are externally funded it will depend on what your funder permits. Both funders and the University prefer that data is made open with as few restrictions on use as possible.

During data submission you can assign a licence to your datasets(s) that will allow you to retain some degree of copyright while specifying how potential users may and may not reuse the data. The open access CC-BY licence allows the most unrestricted reuse and is the licence favoured by funders. CC-BY allows people to download and use your data however they wish providing they acknowledge you as the source/creator. Other licences are more restrictive, such as the CC-BY-NC licence which prohibits reuse for commercial purposes. See the Creative Commons web site for more information or take a look at an easy visual guide.

Q 13 How do I select which data to deposit/upload?

Most funders, and the University, emphasise deposit of data that underpins published work and which could be required to validate or reproduce findings. You might consider depositing additional data where it is:

- Unique
- Of significance or value to your research community
- Cannot be replicated or re-measured

For further information read our guide 'Selecting data for open access'.

Q 14 What if my data isn't digital?

If you have project-related, non-digital data that is complete and is stored securely, you should create a metadata-only record in UCLanData so that a complete record of institutional research outputs can be built and maintained. The metadata record will need to include information about the location of the data and how to access it. If data is held back because of sensitivity, a reason for the restriction must be specified. In cases of extreme sensitivity or risk an open metadata record may not be desirable, contact the Research Data Manager.

Q 15 How do I link my data to my paper?

Use the DOI which will be allocated to the dataset record once it is live. The DOI is a permanent persistent identifier through which the data will always be accessible.

As soon as you start a submission to UCLanData the record is assigned an ID number. Once the deposit is approved to the repository, the DOI is created and registered with DataCite via the British Library (DataCite is an international not-for-profit organisation which aims to improve data citation standards).

The DOI consists of the address of the repository plus the record number. Its format is predictable, for example:

- The URL format is "http://uclandata.uclan.ac.uk/<nnn>" add the ID number at the end with no preceding 0s e.g. http://uclandata.uclan.ac.uk/28
- The DOI format is "10.17030/uclan.data.<nnnnnnnn>" add the ID number with enough preceding 0s to add up to 8 digits e.g. 10.17030/uclan.data.00000028

- The DOI URL format is the DOI preceded by http://dx.doi.org/ e.g. http://dx.doi.org/10.17030/uclan.data.00000028

The UCLanData record includes fields where you can record the details and location of any publications associated with the data. You can also include the DOI of the data in the corresponding CLoK publication record to ensure both related outputs are fully joined-up.

Q 16 Will the record of my data be visible as soon as I deposit it?

No. Your record will be checked to ensure there are no typographical errors and to ensure your deposit is compliant with funder and UCLan's policies as well as any other requirements or restrictions.

Q 17 How long will my data be kept?

It depends how you are funded. For example, EPSRC requires data to be kept for at least ten years. If we know who has funded the data, we will generally be able to work out how long it needs to be kept. Make sure you complete the funder fields in the upload form so we can ensure your dataset is funder compliant.

According to the Data Protection Act, you should not keep data for longer than is necessary. You may have agreed to destroy information after a set period during any ethical approval procedure. University guidelines on research data retention are under review. Current guidance is for five years where this does not contravene the Data Protection Act.