DataverseNL FAQ

What are the benefits of using DataverseNL for sharing your research data?

- Your dataset receives a handle (a persistent identifier) and it will be easy for others to refer to your data with the provided citation information.
- You can manage access and reuse of your own data.
- DataverseNL provides safe storage for your data.
- Sharing your data increases the impact and visibility of your research.
- You can link your dataset to the related publications.
- You can meet grant requirements by depositing your research data in DataverseNL.
- You can update your stored dataset during your research, and keep track of your changes with version control.
- By using the Guestbook-feature you can check the use of your data by others. Dataverse also displays download statistics per dataset and per file.

What are the costs for depositing my data in DataverseNL?
If storage costs are charged to the researcher they can differ per institution. You can contact your local DataverseNL contact for more information. The contact information per institution can be found <u>here</u> <u>(https://dans.knaw.nl/en/about/services/DataverseNL/support)</u>.

How do I create a dataset in DataverseNL?
In order to upload your data in DataverseNL, your institution should be a DataverseNL partner. You can find a list of partners <u>here (https://dans.knaw.nl/en/about/services/DataverseNL/support)</u>.

If your institute is a DataverseNL partner, you can login at dataverse.nl with your institutional account. On the homepage, select the logo of your institute in the slider. Permissions for creating a dataset can differ per institution. In case you do not see the 'Add data' button, please contact your local DataverseNL administrator. The contact information per institution can be found <u>here</u> <u>(https://dans.knaw.nl/en/about/services/DataverseNL/support)</u>.

What information is needed to add a dataset?
At a minimum you need a title for the dataset, the authors or data collectors, subject and a description about the data. If you have more information about your data, you can fill in other metadata fields. Also, you can upload documentation files and code files to accompany your data files. (This is not obligatory.)

What is the difference between a dataverse and a dataset?
A dataverse is basically a folder, and in this folder datasets can be created. You can use a dataverse to group datasets on subject, research group or by faculty. If you have the permission to create your own dataverse can differ per institution.

I have created a dataset in the wrong dataverse, what should I do?
Please send an e-mail to your local DataverseNL support contact. The contact information per institution can be found <u>here (https://dans.knaw.nl/en/about/services/DataverseNL/support)</u>.

Can I delete the dataset that I have created?
You can only delete datasets that still have a draft status. Choose the 'Edit' button and select 'Delete dataset'. Once you have published your dataset, you can't delete it. You can restrict access to all (or a

selection of) your files in your dataset. If this is not a sufficient solution, please contact your local DataverseNL administrator for help. The contact information per institution can be found here (https://dans.knaw.nl/en/about/services/DataverseNL/support).

Can I make changes to my published dataset?
Yes, this is possible. Use the 'Edit' button to change metadata and/or the files within the dataset. If you save the changes, a pop-up notice will inform you that a new version of the dataset will be created. The changes will be visible for others only after publishing the new (major or minor) version.

Can I upload any type of data file to DataverseNL?
Yes, any file format is accepted.

Is there a maximum size per file?
Yes, a file can be 10 GB max. But you can upload as many files as you want to a dataset.

Can I upload a zip-file without the automatic unzipping by DataverseNL?

Yes, you can use a work-around for this. In this case, double-zip your files. For example, place your zip in a folder, and then zip this folder. DataverseNL will only unzip the folder, and not the zip-file within the folder.

Who can search and download my files in DataverseNL?
When your dataset is published, the metadata is always publicly accessible, even for users without a DataverseNL account. Who can download your files depends on the restrictions you have set on the files, and on the permission settings of your dataset.

How do I restrict access to (a part of) my files?
It is possible to prohibit others to download or open your files. Go to the 'Files' tab in your dataset page and use the checkboxes to select the files you want to restrict. Click 'Edit Files' and choose 'Restrict'. A pop-up notice will appear. Here you can add the terms/conditions for access to your files. You can also check the box for 'Enable Access Request' if you want users to be able to send an access request via DataverseNL.

How do I set terms of use for my dataset?
When you create a dataset, the Creative Commons Zero Waiver (CC0) (http://creativecommons.org/publicdomain/zero/1.0) is automatically selected. It is possible to adjust the Terms of Use. Go the 'Terms' tab on your dataset page and click 'Edit Terms requirements'. Select the radio button 'No, do not apply CC0 public domain dedication', and fill in the text fields with your own terms and conditions.

How can I see who is using my data?
By using the guestbook feature it is possible to register who downloaded files from your dataset. With enabling a guestbook, you can oblige the downloader to register his name and to answer one or more questions. A guestbook must be created on dataverse level. This makes it possible to reuse the guestbook (with the same settings) for the different datasets within the dataverse. You can read here (http://guides.dataverse.org/en/4.8.2/user/dataverse-management.html#dataset-guestbooks) how to create a guestbook. If you do not have permission to create a guestbook, please contact your local DataverseNL admin.
To select a guestbook for your dataset, follow these steps:

1. Go to your dataset page.
2. Select the 'Terms' tab.
3. Click 'Edit Term Requirements'.
4. Select under the head 'Guestbook' the guestbook you would like to use and click 'Save changes'.

How can I share my data in DataverseNL with others without publishing the dataset?
If the person you want to share your data with has no DataverseNL account, you can send a Private URL. To do this, click 'Edit' and choose for 'Private URL'. Persons who receive this link can access your dataset without it being published.

If the person you want to share your data with does have a DataverseNL account, you can give him/her permission to access your data. Go to Edit>Permissions>dataset and click 'Assign roles to Users/Groups'. To select the user and add permissions, it is necessary that this person has been logged in to DataverseNL at least once.

I am leaving my institution, can I still access my dataset?
This is possible, but you will need an account with an e-mail address that is still active after leaving your institution. Connect this account to your dataset, with the same role as your institutional account. If you do not have the permission to do this, please ask your local DataverseNL admin for help. The contact information per institution can be found here (https://dans.knaw.nl/en/about/services/DataverseNL/support).

How can I access my dataset in DataverseNL through the Open Science Framework (OSF)?
Enabling Dataverse for your project allows contributors to view, download files, and upload files to/from a Dataverse dataset. Contributors to your project will have access to both released and draft versions of your dataset, but only the most recent release will be made public alongside your OSF project. To connect DataverseNL with OSF you can follow these instructions (http://help.osf.io/m/addons/l/524148-connect-add-ons).

>> Go to DataverseNL (https://dataverse.nl).

Services (https://dans.knaw.nl/en/about/services)

    DataverseNL (https://dans.knaw.nl/en/about/services/DataverseNL)

    EASY (https://dans.knaw.nl/en/about/services/easy)

    NARCIS (https://dans.knaw.nl/en/about/services/narcis)

    Training and consultancy (https://dans.knaw.nl/en/about/services/training-consultancy)

Organisation and policy (https://dans.knaw.nl/en/about/organisation-and-policy)

Research and Innovation (https://dans.knaw.nl/en/about/research-and-innovation)

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