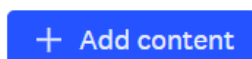


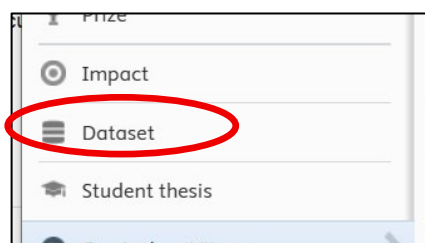
## ADDING METADATA FOR RESEARCH DATASETS TO PURE

UoC's Pure system does not allow you to store physical research datasets. If you have published your dataset in an external data repository, you can record it in the Dataset section of Pure. Using Relations, you can add links to other content in Pure (e.g. to the related research output, project, etc). Some funders require the use of specific data repositories, such as the UK Data Service.

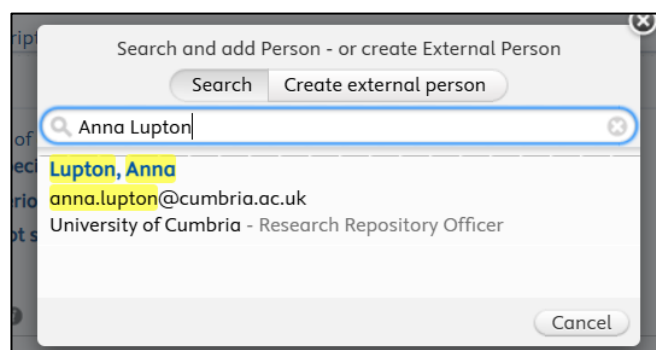
1. To add a new dataset record click on the blue "Add content" button in the top right corner.



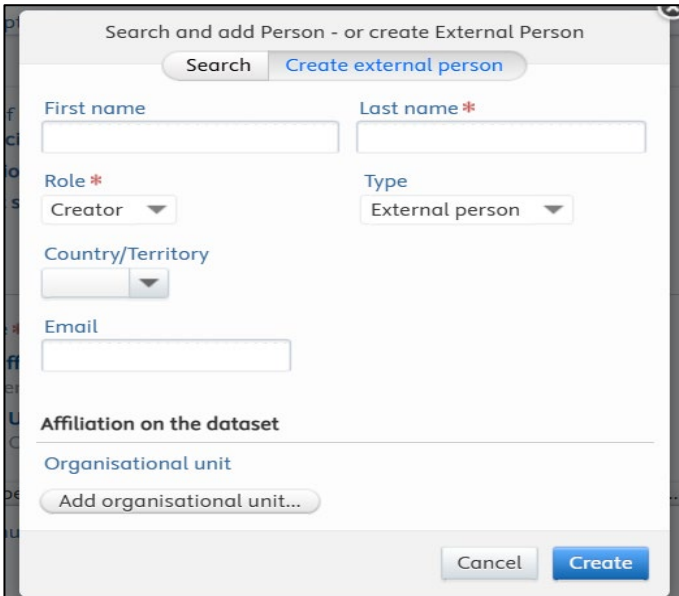
2. Then click "Dataset" on the left hand menu to bring up an empty template for you to fill in. Note that all fields with a red star next to them are mandatory.



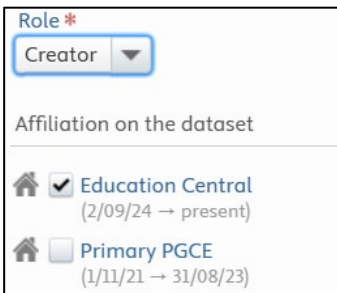
3. Add the **title** of the dataset e.g. '[Project name] data' or 'Data for [related article title]'.
  - Internal UoC colleagues will automatically appear as you type.
4. In the **People** section, add the main researchers involved in producing the data. Your name will automatically be added. Colleagues can be added by clicking the "add person" button and typing their name in the search box.



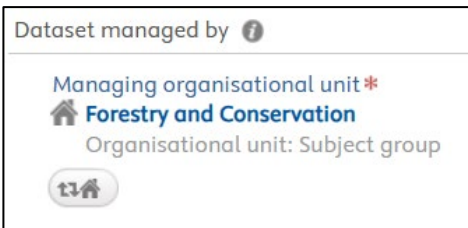
- External colleagues can be added using the “create external person” function.



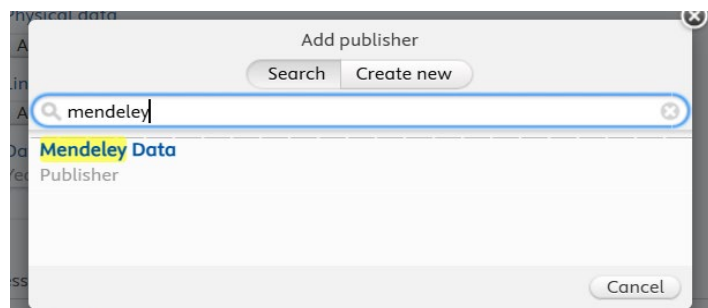
- For each person, edit their “Role” (Creator, Owner, Contributor, etc) and the “Affiliation on the dataset” appropriate to the dataset in question, e.g. Forestry and Conservation.



5. Tick the appropriate UoC Department that will be the **managing organisational unit**, i.e. hold or manage the data. Options feed through from the contributor’s ticked affiliations (or can be entered manually).



6. Add the **publisher** of the dataset, i.e. the owner of the external data repository in which you have already published your data, e.g. UK Data Archive. Previously used publishers will be suggested in the searchbox, or you can create a new publisher.

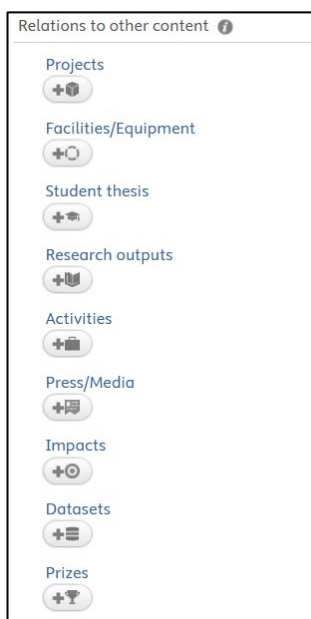


7. If a **DOI** exists for the dataset in the external data repository, click the “Add existing DOI” button and add it.
8. Add a **web address** linking to the dataset in the external data repository by clicking on the “Add link” button.
9. Enter the **Date made available**. This is essentially the publication date of the data (if an embargo period has been used on the data file in the external data repository, then the date made available should be the date the embargo period ends and your data files become visible).

Date made available		
Year*	Month	Day
<input type="text"/>	<input type="text"/>	<input type="text"/>

10. Complete other, non-mandatory fields as required.
  - ‘Contact person’ is any individual associated with this dataset may function as contact person. If a person has been assigned as a data manager they will, by default, be suggested as the contact person.
  - ‘Date of data production’ and ‘Temporal coverage’ refer to the period of time the data set covers e.g. animal records from 1850-1905.
  - ‘Geographical coverage’ may be useful to specify for some disciplines, e.g. for environmental field surveys.
11. **Visibility** in Pure relates to the metadata record describing the dataset (the open, closed or embargoed settings in the external dataset repository where the dataset is stored determine ‘access and compliance’ for the dataset itself). In most cases, this should be set to “Public – no restriction”, even if the file(s) in the external dataset repository are restricted, so that the information about the dataset and where it is stored are displayed on UoC’s research portal.

- The dataset record can be linked to other content already in Pure that it is associated with, including projects, research outputs, activities, prizes, etc., by clicking on the “+” button for the relevant content type in the **Relations to other content** section, and searching for the associated record.



- Remember to click the “Save” button at the bottom of the screen to save the dataset record.

### The validation process

The record will be saved with the default status “For validation” and will go into a queue to be reviewed and validated by repository staff (after which it will be displayed publicly on the research portal).

*If you have any questions about adding research dataset metadata to Pure that are not answered here, or you find any errors in this user guide, please contact: [researchrepository@cumbria.ac.uk](mailto:researchrepository@cumbria.ac.uk)*