



UCFigshare Step by Step Guide

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Step-by-Step Guide for uploading datasets to UCFigshare

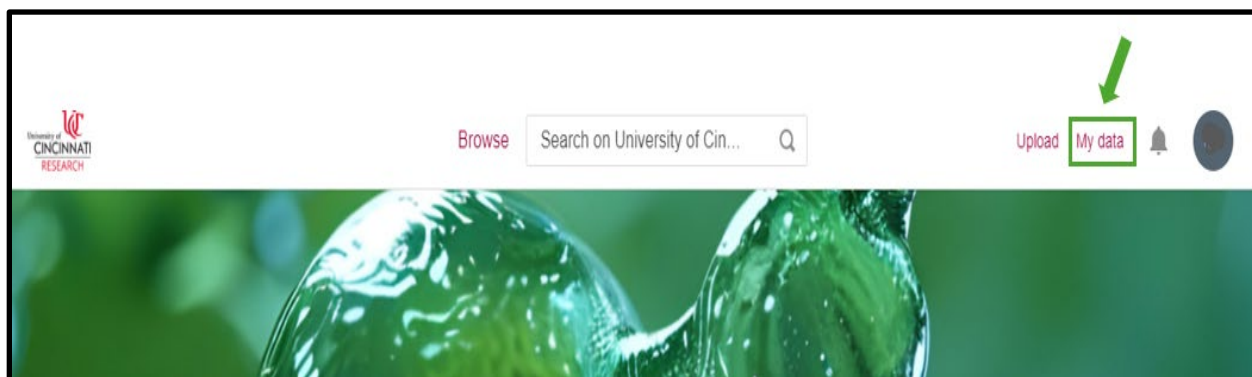
Overview:

[UCFigshare](#) is the data repository available for NIH-sponsored researchers to promote the sharing of scientific data in compliance with the NIH policy for data management and sharing. Learn more about usage policy on the [UCFigshare About page](#).

The purpose of this user guide is to assist researchers with uploading data files into UCFigshare, as well as metadata, or information that describes the data to make the data discoverable.

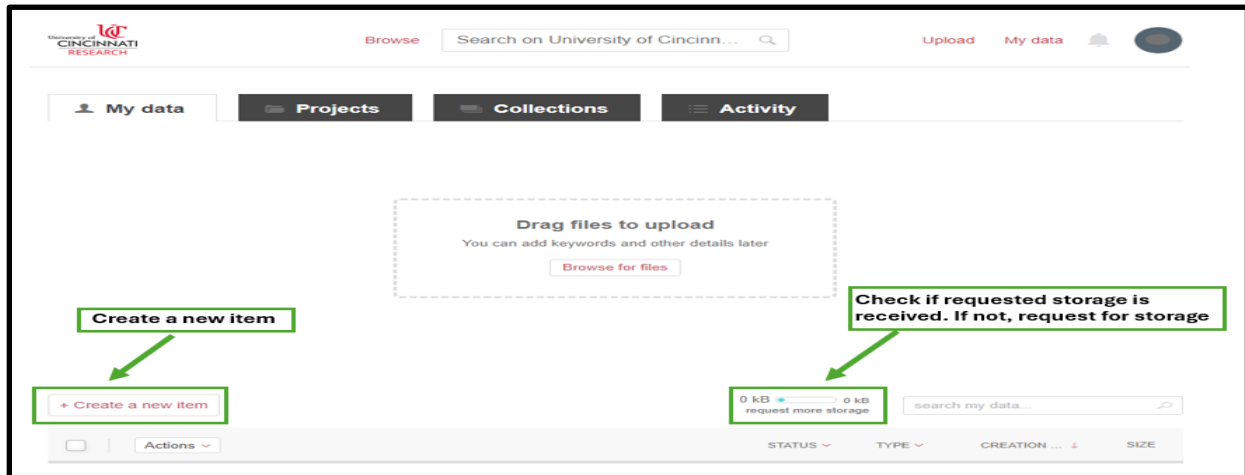
If you prefer visual guides, you can find [a detailed video](#) here.

Log in Instructions:



- Log in with UC credentials to **UCFigshare** homepage.
- Click on the **My data** tab as shown above.

Create a new item:

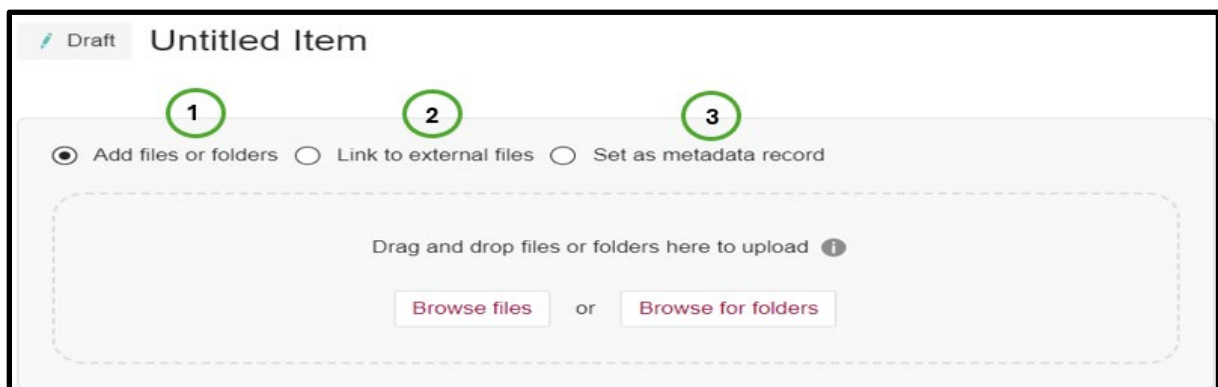


- Check if the **storage space** as requested on the [UCFigshare Request Storage Form](#) is allocated. If not, click on request for storage as shown above.
- Refer to Prepare Data for deposit section on [UCFigshare About page](#) before uploading datafiles.
- Click on **Create a New Item** as shown above.
 - There are two components when creating a new item:
 - Data files: This can consist of a single file or multiple files and may also include external file locations.
 - Metadata: This is data associated with the data files.
- All mandatory fields* need to be complete.
- Each of the fields has an information icon ⓘ to assist.

Uploading data files and entering the metadata:

Data files:

- Select from one of three options below.



- **Option # 1: Add files or folders:** Select this option to upload the data files.
- **Option # 2: Link to external files:** Select this option when there are large datasets, and the data is uploaded to UC's bulk storage. Share the link.
- **Option # 3: Set as metadata record:** Select this option when the data is shared on an external repository (typically recommended by the NIH sponsoring agency). Share the link and reason for using the external repository.

Item Title*:

The screenshot shows a text input field labeled "Item title*" with a placeholder text: "Enter a title that is **meaningful** and **reflects the content** that you are uploading". Below the input field are formatting icons for bold (B), italic (I), subscript (A₂), and superscript (A²). A green arrow points from a callout box to the input field. The callout box contains the text: "e.g., Extending the Capabilities and Reach of EMERSE in Support of Cancer Research".

- Provide a descriptive title that is **meaningful** and **reflects the content** that is uploaded, e.g. Extending the Capabilities and Reach of EMERSE in Support of Cancer Research. Do not enter titles such as "data set for article" or "supplementary data" as this does not assist in explaining the contents.

Group*:

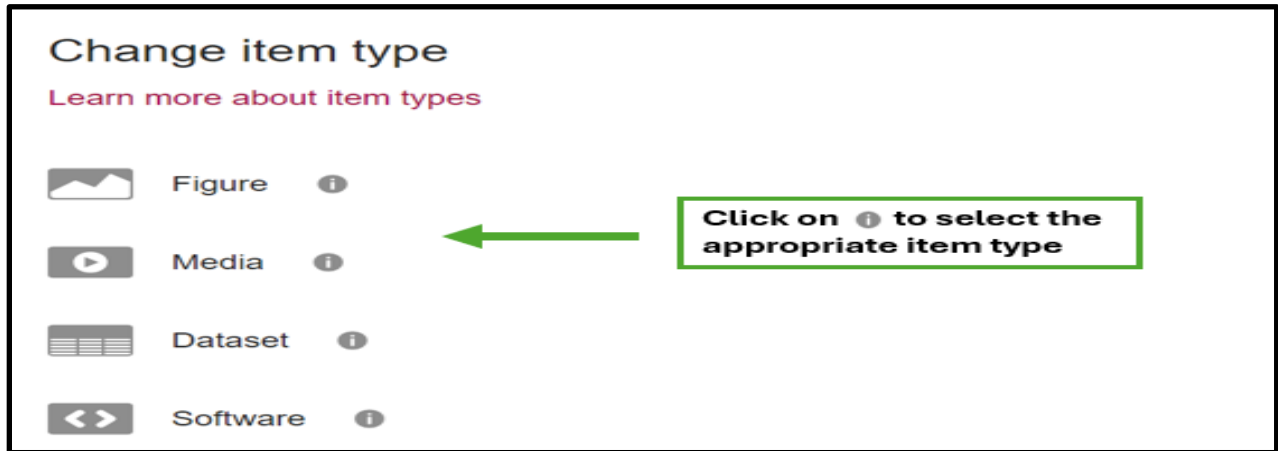
The screenshot shows a "Change group" dialog box. At the top, it says: "Selecting a different group will result in a different set of metadata fields. The information on the fields that don't match the new group will be lost." Below this is a search bar labeled "Find group". The breadcrumb path is "Home > University of Cincinnati". A list of groups is shown with radio buttons:

- Arts & Design
- Business Economics
- Education
- Engineering & Technology
- Humanities
- Law
- Mathematics & Physical Sciences
- Medicine & Health Sciences** (selected)
- Social Sciences

 A green arrow points from a callout box to the "Medicine & Health Sciences" option. The callout box contains the text: "Select the appropriate group closest to your research area. E.g.: Medicine and Health Sciences".

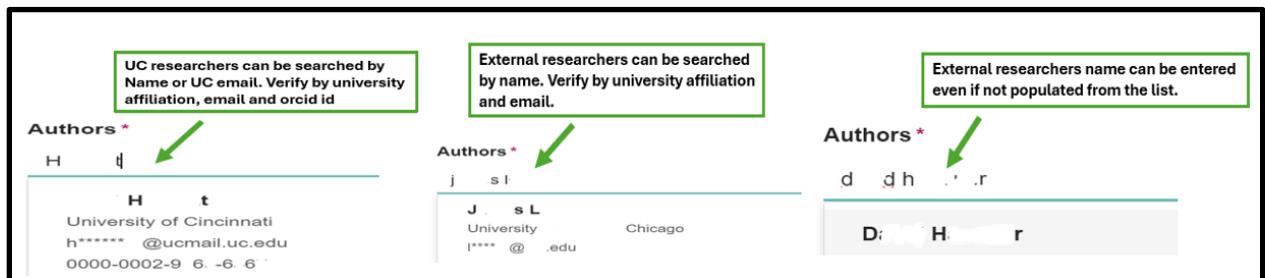
- Select the group that is most relevant to the data's research area.

Item Type*:



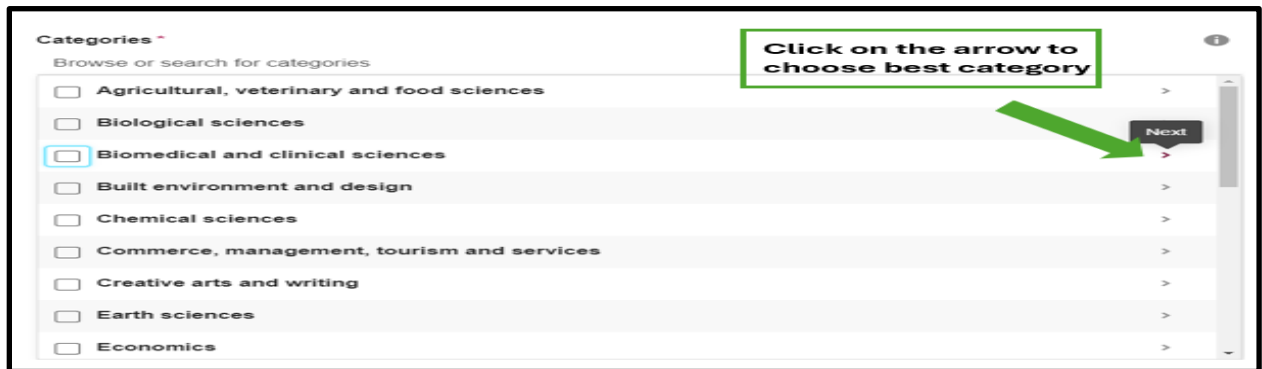
- Select the appropriate item type: Figure, Media, Dataset, or Software.

Authors*:



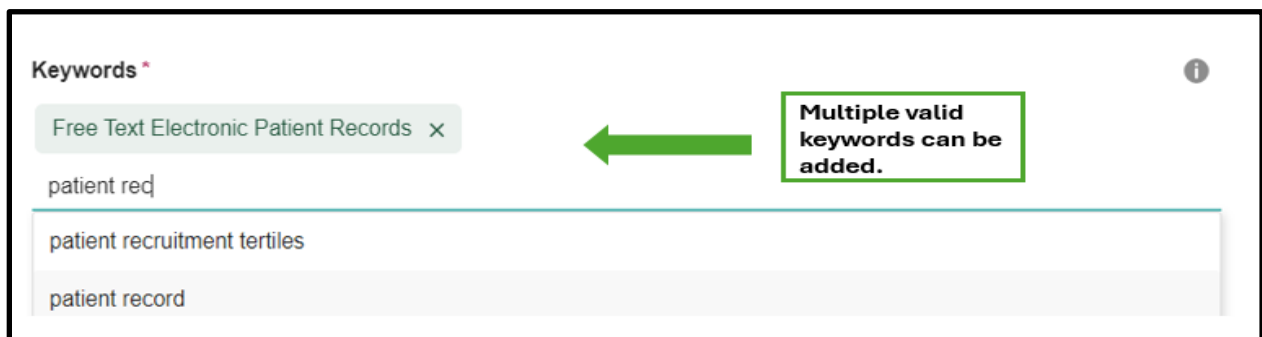
- Select authors and co-authors by searching by name or UC email for University of Cincinnati researchers. Verify by the author's university affiliation and ORCID.
- External researchers can be searched by name. Verify by university affiliation and email. External researchers can be entered even if not populated from the list.

Categories*:



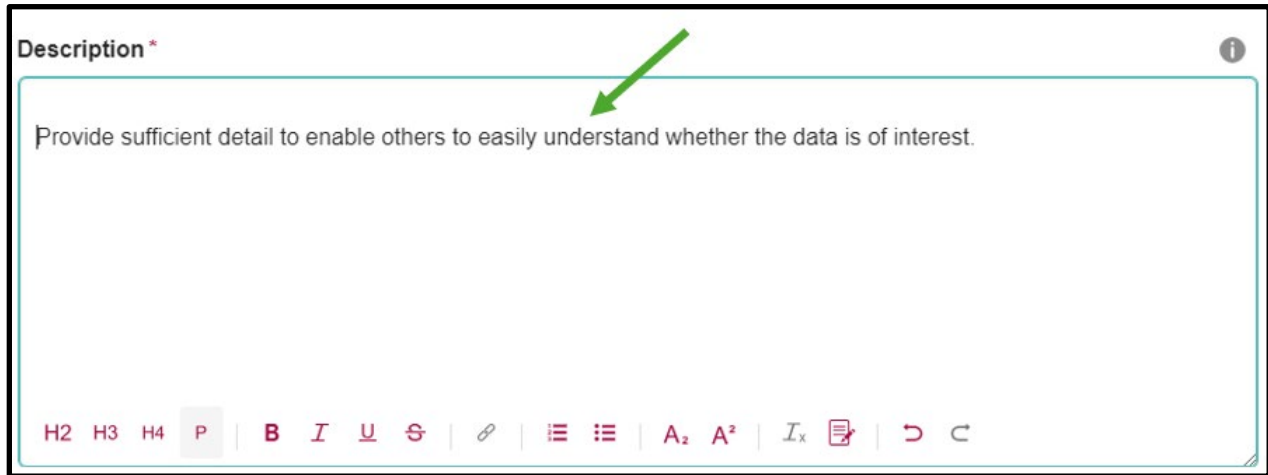
- Choose categories that best fit the data and research and add additional categories if needed. This list is based on the [Fields of Research classification](#).

Keywords*:



- Keywords are terms that will help users search, locate, and identify data. Good keywords may cover subjects of research, fields of research not covered in the categories field, the type of research, research methodologies, etc. Add as many relevant keywords as needed.

Description*:



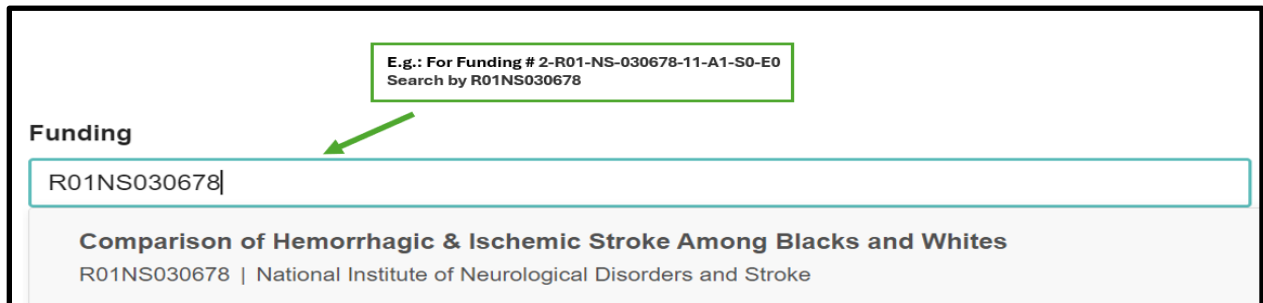
Description*

Provide sufficient detail to enable others to easily understand whether the data is of interest.

H2 H3 H4 P B I U ABC | | | A₂ A² I_x ↶ ↷

- Provide sufficient detail to enable others to easily understand whether the data is of interest. This field should not be used as a replacement for a "readme" file, but instead should be viewed as an abstract for the data.
- If the item is a metadata record, describe the data usage rights or data use agreement requirements (including IRB approval requirements), and duration of the data availability stored in its current location.

Funding:



Funding

R01NS030678

E.g.: For Funding # 2-R01-NS-030678-11-A1-S0-E0
Search by R01NS030678

Comparison of Hemorrhagic & Ischemic Stroke Among Blacks and Whites
R01NS030678 | National Institute of Neurological Disorders and Stroke

- Provide information about the funding. Search by award number as shown below to link the data to the award or enter in the contract or award name as needed.
 - For example, if the funding number is 2-R01-NS-030678-11-A1-S0-E0, then you would enter R01NS030678.

Related Materials:

The screenshot shows a web form titled "Related Materials" with a close button in the top right corner. The form is titled "Add a new related material" and contains the following fields and options:

- Related material identifier ***: A text input field containing "10.1200/CCI.19.00752". A green box with the number "2" and the text "Enter Identifier (i.e.: DOI) of publication linked to the data" points to this field.
- Title (optional)**: A text input field containing "Electronic Medical Record Search Engine (EMERSE): An Information Retrieval Tool for S...". A green box with the number "3" and the text "Title of the publication/other material to which the data is related" points to this field.
- Identifier type ***: A dropdown menu with "DOI" selected. A green box with the number "1" and the text "Select Identifier type. e.g.: DOI" points to this dropdown.
- Relation type ***: A dropdown menu with "Is supplement to" selected. A green box with the number "4" and the text "Indicate the relationship between dataset and related material information. (e.g.: is supplement to, is supplemented by, is a version of, described, is described by)" points to this dropdown.
- Show in linkout area
-
-

- The data files can be linked to its associated publication(s) or other relevant material to give more context to the data.
- Click on Manage materials and follow the sequence shown above:
 1. Select the Identifier type.
 2. Enter the appropriate Identifier based on the identifier type selected. (e.g.:10.1200/CCI.19.00752 if the identifier type is a DOI).
 3. Enter the Title of the Item to which the data is related.
 4. Indicate the Relation type between dataset and related material information

License*:

Licence *

CC BY 4.0

CC BY 4.0

CC0

CC BY-SA 4.0

CC BY-ND 4.0

CC BY-NC 4.0

CC BY-NC-SA 4.0

CC BY-NC-ND 4.0

Select the appropriate license for your dataset. Ensure license on your publication

- The appropriate license for the data files must be selected before it is published as licenses govern what can be done legally with the shared materials. Review the [UC Library guide](#), this [UC Scholar link](#), and/or this [Creative Commons link](#) before selecting a suitable license.

Kuali Award Number:

Kuali Award Number

01

Enter 6-digit Kuali Award Number

- Every NIH sponsored project at UC should have a Kuali Award Number. It is used for Sponsored Research Administration. Please enter this 6-digit number (ignore numbers after hyphen). This information can be found [here](#).

- ❖ **Note:** To the right of the submission screen, there are additional **Item Actions** needed.

The screenshot shows the 'Item actions' menu with the following items: 'Add embargo and restricted access', 'Share with private link', 'Manage Identifiers', 'Edit timeline', and 'Add custom thumbnail'. Below the menu are 'Preview item' and 'Delete item' links, and 'Save changes' and 'Submit for review' buttons. Three callout boxes provide additional context:

- 'If access to your data should be delayed or restricted prior to publishing, Add Embargo and restrict access' points to the 'Add embargo and restricted access' option.
- 'Use private link option to provide limited private access to the data prior to publishing' points to the 'Share with private link' option.
- 'Reserve a DOI before your data is published on UCFigshare or add a preexisting DOI' points to the 'Manage Identifiers' option.

Add Embargo and restricted access:

The dialog box 'Add embargo and restricted access' contains the following elements:

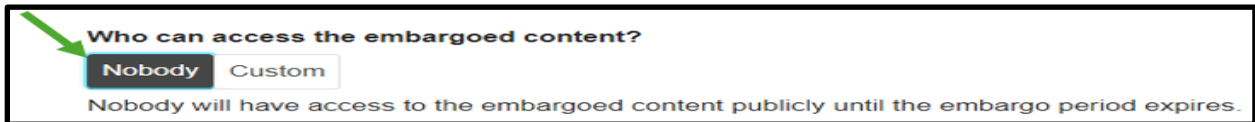
- Header: 'Add embargo and restricted access' with a close button.
- Introductory text: 'Hide the content (files only or the entire item) and have it available for selected audiences. Find out more about embargo and restricted access'.
- 'Embargo period' section: 'The embargoed content will become public on the date you select.' Below this is a dropdown menu 'Select period...' and a text input 'or until YYYY-MM-DD'. A callout box says 'Select the period or Enter a date' with arrows pointing to both.
- 'Embargo type' section: A dropdown menu currently set to 'On files only'. A callout box says 'Select if Embargo should be applied to only the files or the entire content' with an arrow pointing to the dropdown.

- This option may be utilized under specific circumstances, such as if the publisher has not authorized to make the data files publicly available.
- Setting an embargo will delay the dataset's release to the public until the specified date.
 - **Embargo Period:** Select a period for the embargo or enter a date. The permanent embargo option must not be used.

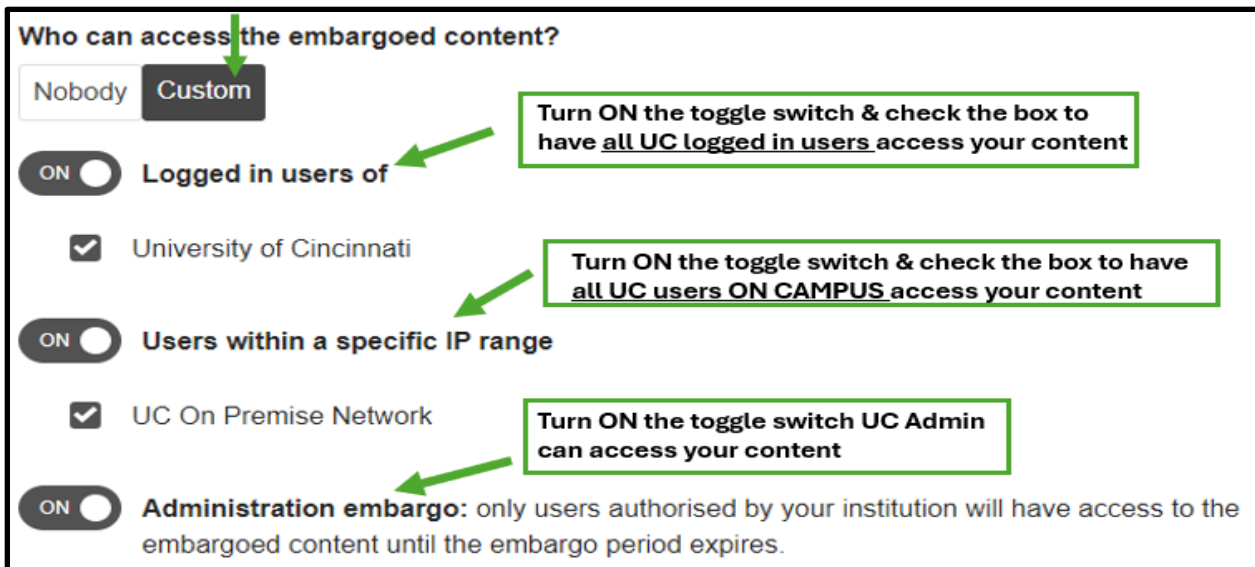
- **Embargo Type:** Select whether the embargo is “On the files only” or “On the entire content”

- **Who can access the embargoed content?**

- **Nobody:** This option should not be used.



- **Custom:** Access to this item can be customized by turning ON the toggle switch below. One or multiple options can be selected.



- **Logged-in users of University of Cincinnati:** This option will allow access to all central UC logged in users. It is preferred over “Users within a specific IP range”. The switch must be turned on, and the box needs to be checked.
- **Users within a specific IP range of UC On Premise Network:** This option will allow access to all UC users on campus. The switch must be turned on, and the box needs to be checked.
- **Administration embargo:** This option should always be selected. This option allows only the authorized UC users to access the embargoed content until the embargo period expires.

○ Why are the files under embargo?

Why are the files under embargo?
Useful for people viewing the public metadata record.

Embargo title
File(s) under embargo

Embargo reason (optional)
Please provide the reason why the files are under embargo...

Request access to files ⓘ
Allow anybody to request access to the embargoed files

Annotations:
- Green box: Enter Embargo title. e.g.: Project Name Dataset/3D image
- Green box: Enter valid reason e.g.: Required by the publisher
- Green box: Check this box if you can allow users to request access to your file

- **Embargo Title & Embargo Reason:** Ensure the reason for embargo field clearly states the need and the reasoning applying embargo to the data. This information is accessed by individuals viewing the public metadata record.
- **Request access to files:** This option should always be selected. The box needs to be checked to allow anyone to request access to the embargoed files.

Share with private link:

Private link [Close]

<https://figshare.com/s/472a1e70e13b0a8089ea> [Copy link]

Do not reference this link in papers. For referencing, use the public DOI.

Currently, the private link will be disabled on the date shown below. You can select a new one by using the calendar. Please note that Figshare uses UTC time!

2037-12-30 [Calendar icon]

[Disable private link] [Close]

Annotations:
- Green box: This link will allow someone to access the files, even when the item is not published
- Green box: Link will be disabled after the date set here
- Green box: Link can be disabled anytime

- This option is useful when uploading data for a journal publication, and the data must not be published until the article is published. This allows the publisher to see the data is ready to be published.

Manage Identifiers (Reserve a DOI):

Manage identifiers

Here, you can manage persistent identifiers (PIDs) for your item. A PID is a link that will always lead to the research output, regardless of a domain change.
[Find out more about persistent identifiers.](#)

The options below are available based on your institutional settings.

Preexisting

If there is preexisting DOI, then please enter here

Type

DOI Handle

Note: Figshare cannot update this identifier in any way, thus it will stay connected to the original location. Any changes remain the user's responsibility.

Preexisting

Reserve DOI

Click on Reserve to generate a DOI for your dataset

Note: This DOI becomes active when the item is published. Once active, the DOI cannot be disabled anymore.

- DOIs are automatically assigned when items are published in UC Figshare. However, DOI can be obtained in advance if the data files need to be shared with publishers and grant funders before they are made available.

Edit timeline:

Edit timeline

Edit the publication timeline (or history) that appears on the public record of your item. These dates will be displayed in chronological order. [Find out more about timeline](#)

Dates applicable to the latest version

View the dates applicable for the last public version. These are system-generated dates and cannot be changed.

Posted date generated when creating a public version **This date will be generated once data is published**

Dates applicable to all versions

View and edit dates applicable to all public versions. **Set dates as applicable**

Online publication date equal with initial posted date

Acceptance date no date added yet

Publication date no date added yet

- The posted date will reflect on the data indicating when the data files are published to UCFigshare. It is automatically generated.
- The online publication date, acceptance date and publication dates can be entered as applicable.

Save Changes:

The uploaded data files and entered information can be saved and edited until they are ready to be submitted for review.

Submit for Review:

University of Cincinnati's institutional reviewers will review the meta data fields before the data files can be published on UCFigshare.

My Projects and My Collections:

This option should not be used.