The Dataverse Network

User Guide

for Maastricht University

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General Information about Data Management

Awareness of the importance of safe data management has increased considerably in the past years. Many things can happen to your data. They can get lost, for example due to a computer crash, and this can cause serious delay in research projects. Besides, recent cases of fraud underline the importance of saving your data in more than one place. Therefore, University Library offers and supports the use of Dutch Dataverse Network for registration and (short-term) storage of research data collected within Maastricht University. Dataverse Network provides a way to store data files of a wide variety types on a safe server. You can invite coauthors to see and change the data and share your data in open access (or on request).

General Information about Dataverse Network

The aim of this document is to provide new Dataverse Network users with general information about the (Dutch) Dataverse Network and to give insight in the possibilities of this network. Besides, this document provides instructions for commonly used functions and the document can as such be used as a useful checklist.

The content of the remainder of this document is based partly on manuals published previously on the site of The Dataverse Network Project. The available functionality within the Dutch Dataverse Network can, in some cases, deviate slightly from descriptions in those previous manuals.

What is the Dataverse Network

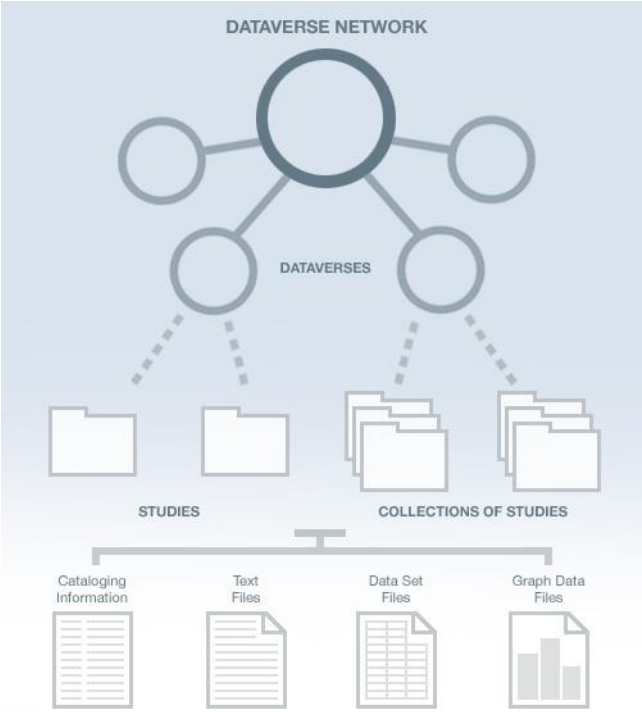
Dataverse Network is an open source web application, developed by Harvard University, in which data of ongoing and/or finished research can be registered, stored and shared. The application provides a specific functionality tailored to the use of researchers.

The Dutch variant of the Dataverse Network is the Dutch Dataverse Network (DDN). At this moment, eight Dutch universities (among which Maastricht University) and one additional institute participate in this network hosted in the Netherlands (Dutch Law applies).

A Dataverse Network consists of *Dataverses*. Each *Dataverse* on its turn exists of one or more *Studies* or *Study Collections*. *Studies* comprise data files.

What is a Dataverse

A *Dataverse* comprises *Studies* of research data that are managed as a group by the Dataverse manager. This can be a researcher (PhD candidate, postdoc), but also a manager on behalf of your faculty, school or the University Library.



What is a Study

A *Study* comprises research data. Data files can be uploaded to a *Study* and can be of a variety of types or formats (e.g., SPSS, Excel, Atlas-ti). A *Study* automatically receives a persistent identifier (handle), a unique label that is independent of any saving location.

To facilitate the traceability of data, a *Study* can also be given cataloging information (metadata), and the use of templates enables one to determine which metadata are convenient.

Steps to get to your Study in a Dataverse Network…

To access and to use a *Dataverse*, you have to take the following steps:

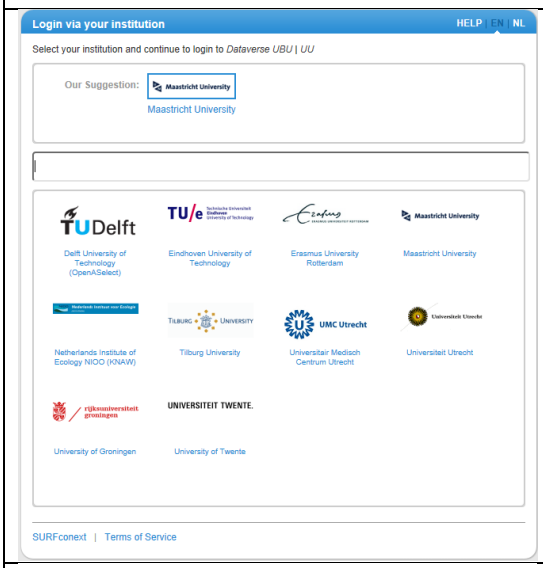
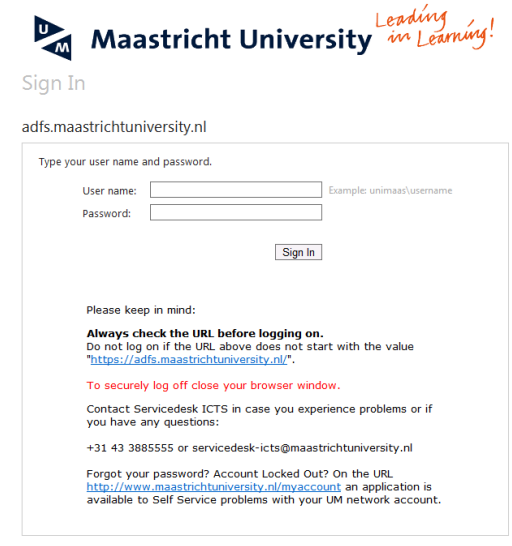
- Create a user account
- Send a request to the Dataverse administrator of your faculty[1] to get permissions for people you may want to share your data
- Access the *Dataverse* of your department, school or faculty
- Create a *Study* (and add metadata)
- Upload your data
- Send a review request, which will be received by the administrator of your faculty[1], to release your *Study* (as far as applicable)

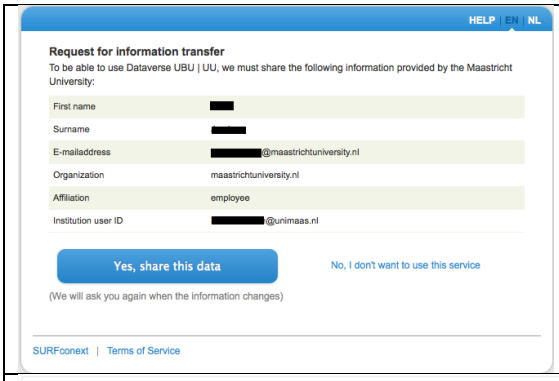
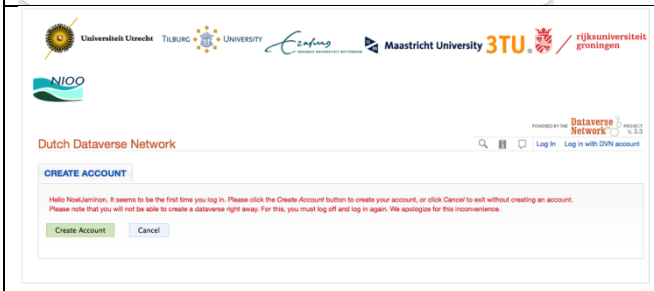
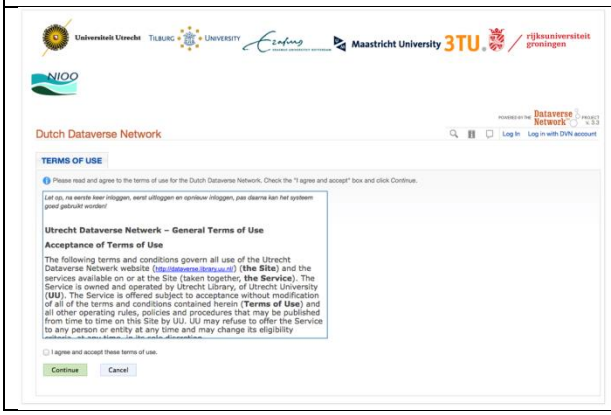
These steps are explained in the remainder of this manual.

[1] If applicable. Otherwise contact the Dataverse administrator of the University Library via the Datamanagement helpdesk

Create a User Account

We advise you to use Windows Explorer when working with Dataverse Network!

	To register, save and share your data via Dataverse Network, you first need to create an account: go to https://www.dataverse.nl/dvn/ and click on 'Log In'.
	The federated log-in window appears, click on the Maastricht University logo.
	Login with your UM username and password.

	Click on 'Yes, share this data'.
	Click on 'Create Account'.
	Read the terms of use and accept to continue (by clicking on 'Continue'). Your account has been created. Log off, close the browser, restart the browser, and again go to https://www.dataverse.nl/dvn/ to log in. Use 'Log in', **not** 'Log in with DVN account' as the latter is for external access!

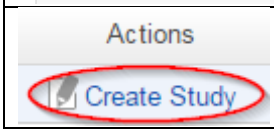
Access the Dataverse of your department, school or faculty

Go to the website of the Data Management Helpdesk and fill in the form. Please mention that you would like to create a *Study* in a *Dataverse*. Mention the *Dataverse* of your department, school or faculty. An administrator might contact you if there are further questions.

When your user account is linked to the *Dataverse* of your department, school or faculty, you will receive an e-mail from the Data Management Helpdesk.

Create a Study in a Dataverse

After receiving confirmation from the Data Management Helpdesk, open the browser (Internet Explorer recommended) and go to the Dutch Dataverse Network homepage.

	Go to https://www.dataverse.nl/dvn/ . Click on 'Log in' and use your Maastricht University username and password.
	Click on your name.
	Click on the 'Dataverses' tab.
	Click on the 'Create Study' button on the right site of the screen.

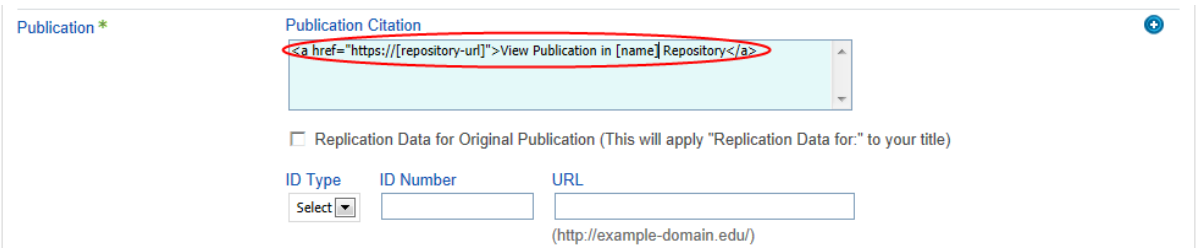
A new window presents the terms of use. Read these carefully, check to agree and click on 'Continue'.

A new window opens where you can provide the metadata of your *Study*. Select the Study template of your department, faculty or school.

The default option is 'Show required and recommended fields'. If you want to see more fields, select 'Show all fields'. Fill in the relevant fields of the template carefully, as this will facilitate the traceability of your *Study*, and click on 'Save' to save (changes to) your *Study*. The following page is the '*Study*' page.

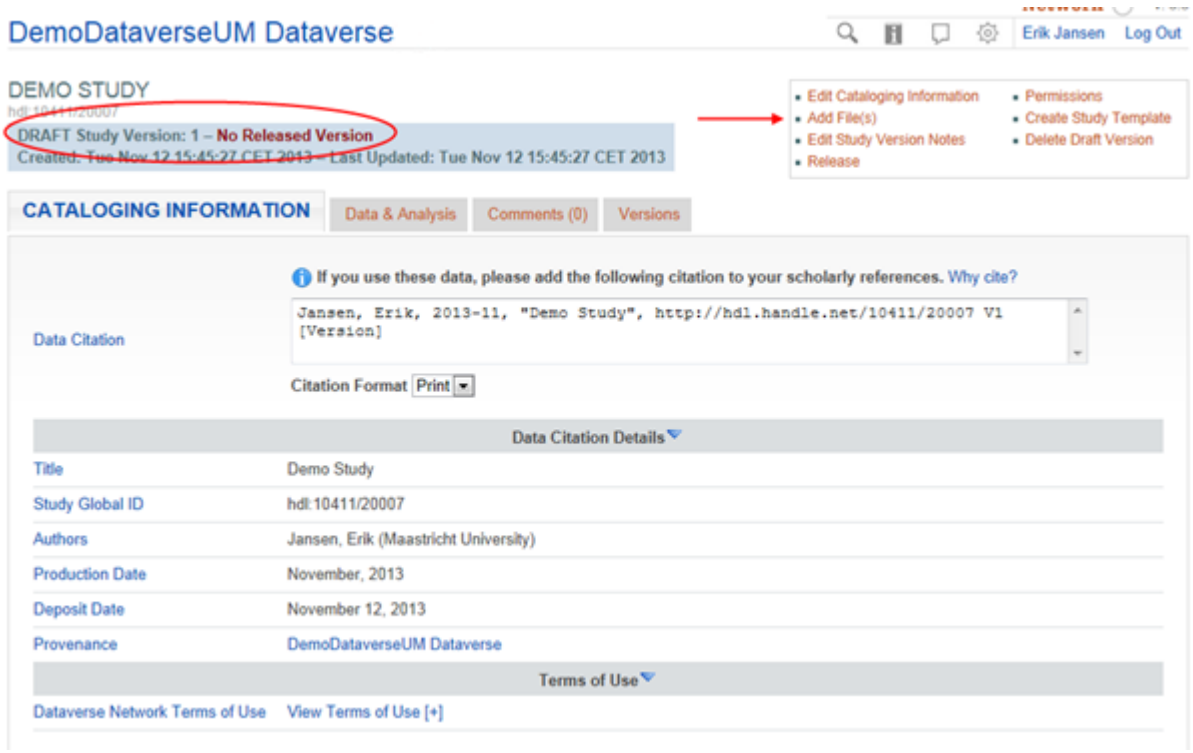
Go to http://guides.thedata.org/book/study-options for more detailed information about *Studies*.

Helpful hint:
Fields with a light blue background [ ] indicate that the field accepts HTML formatting. By adding HTML code you can create a link to a publication.



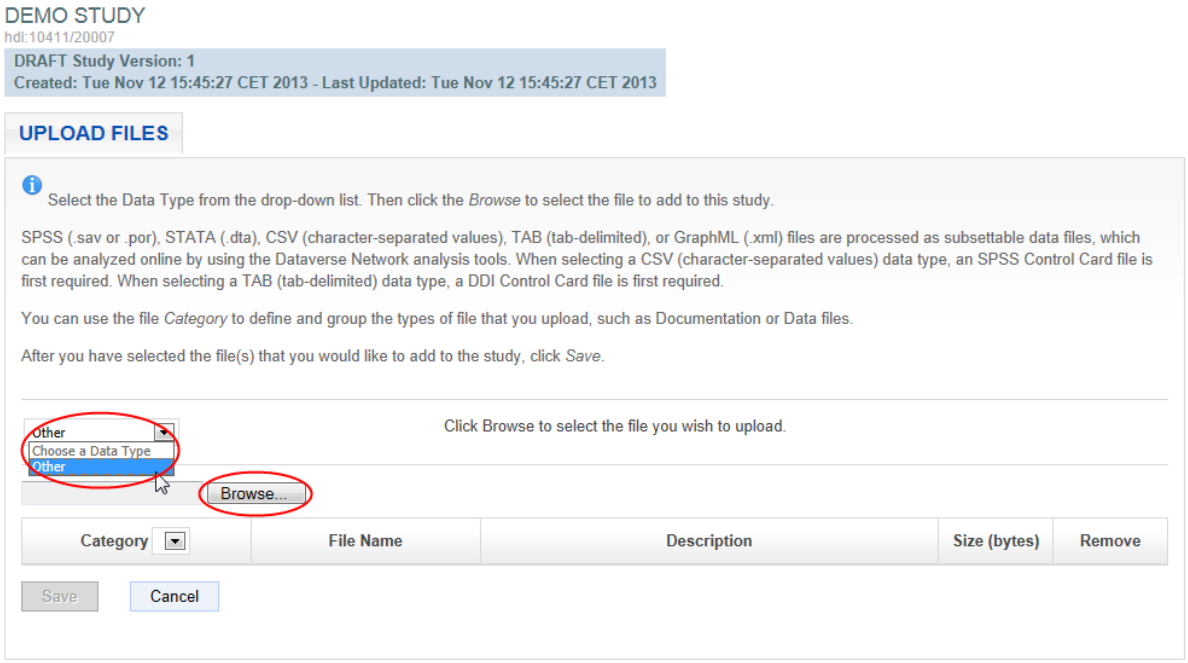
Upload Data and Documents

In the upright corner of the window below, you can adjust various settings of your *Study*. Click on 'Add files' to upload your files.



Notice that your *Study* is a draft version until it is reviewed and released by your curator or administrator. Until your *Study* is released it will only be visible to you, an administrator or curator, and to people you requested access for.

Select file type ‘Other’ and click on ‘Browse’ to select your file.



Do not forget to hit the ‘Save’ button.

- *Dataverse Network enables uploading files one by one. The maximum file size is set to 2 GB.*
- *In case you have a bigger amount of files, it might be useful to Zip them and upload the Zip-file. ‘Multiple upload’ will become available in subsequent versions of Dataverse Network.*

Study Permissions, sharing data

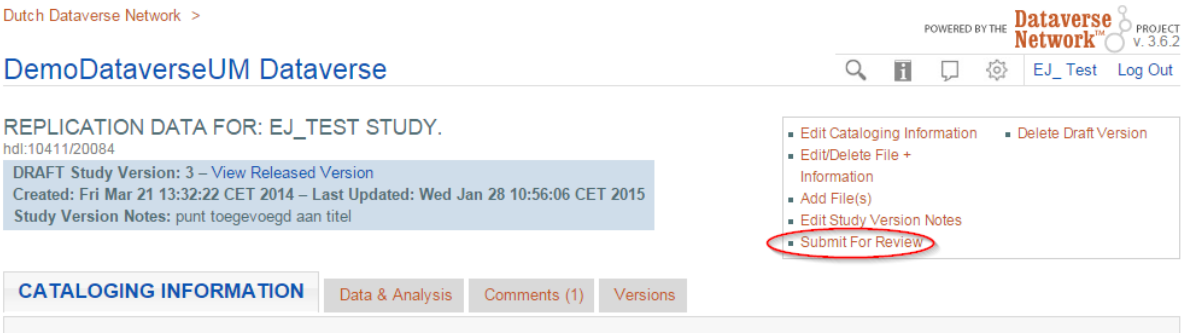
The setup of permissions can only be done by an administrator or curator. If you would like to share your data with others, ask your administrator or curator to change the permissions of your study. It is recommended to give your administrator or curator a list of people you might want to give access to your data at the same time as you request access to the *Dataverse* of your department, faculty or school.

There are several ways to give access to your data. Individuals can gain access to a study or specific files by predefined user access. Another way to control access to your data is to use the 'Access Request' option. Your administrator or curator can give you more information about this feature.

Release your Study

Once you have finished adding data to your *Study*, you might want to release your *Study*. A released *Study* is traceable and visible on the Internet. This does not necessarily imply that people have access to your data. This depends on the permission settings (open or on request) which can be defined by your administrator or curator.

To have your study released, click on the "Submit for review" link. Your administrator will now receive a message and will contact you to make arrangements on the permission settings as far as they already haven't been pre-arranged yet by your school, department or faculty.



Contact and support

For further support on Dutch Dataverse Network:

- contact the Dataverse Network coordinator of your department, school or faculty (if available) or

contact the Data Management Helpdesk.