

# Organise and share your data faster with RESEARCH DATA SUPPORT

Helping you make your data more findable, accessible, understandable and citeable

## 1. What you need to know before submitting your data



### Can you share your data?

You need to know if you have permission to openly share the data. If you are acting on behalf of the data owner make sure you have their agreement before submitting.



### Are your data ready to share?

You need to have your data files ready for uploading, along with a short description of your data. Data cannot contain any identifiable human or sensitive data.



### Who is the owner of the data?

When using this service the data owner (whether that is you, your institute, or someone else) retains full ownership and copyright for all files submitted.

Submission

## 2. How Research Data Support Editors will improve your data



### Generate persistent, citeable identifiers for datasets

A DOI (Digital Object Identifier) is generated for each dataset, enhancing accessibility and providing a persistent link for citation.



### Increase findability by improving metadata and keywords

Metadata are checked and copy-edited so that they are clear, readable, and free from spelling and grammatical errors. Relevant keywords are added to enhance searchability.



### Add relevant funder information

To ensure compliance with any funder requirements, funder information and acknowledgments are added to datasets information and metadata.



### Create clear, understandable descriptions of datasets

A comprehensive description of datasets and the underlying research method is created based on metadata, any associated manuscript(s) and input from the data owner.



### Link datasets to related research

Whenever possible, datasets are linked to associated publication(s) - allowing research that built on datasets to be identified and accessed.

## 3. The benefits to you and your data



### An enhanced and fully citeable dataset

Upon completion, data can be made available at any time - for example in conjunction with a publication.



### A complete metadata record

Completely machine- and human-readable record, which enables greater understandability, findability and reusability of your data.



### Enhancement report

Detailed report outlining the enhancements made to your data and confirming it has been through the service.



### Data availability statement

A data availability statement will be provided for your dataset. This can be used to inform others of how to access your data, including in research publications.