

Your 7 steps to sustainable data

Are you looking for sustainable storage of your research data? With DataverseNL, the online archiving system for Tilburg University, you can save your data in a secure and future-proof manner.

You yourself decide how your data will be accessible to others. At Tilburg University Dataverse, you set up your own digital archive in seven easy steps.



1. PREPARE YOUR DATA

Select the relevant data files. Check them for privacy aspects, folder structure, and file format issues against the guidelines issued by the Research Data Office.



2. GO TO TILBURG UNIVERSITY DATAVERSE

Log in at dataverse.nl/dataverse/tiu via “Institutional Login”. Select “Tilburg University”, then select your School followed by your Department. If your Department is not listed, please contact dataverse@tilburguniversity.edu



3. START THE DEPOSIT PROCEDURE

Go to “Add Data” at the top-right corner, and click “New Dataset”. Describe the dataset using the standard Tilburg University Template.



4. UPLOAD YOUR DATA FILES

Click “Select Files to Add” and upload your dataset as separate files or (preferably) a zip file.



5. DOCUMENTATION AND ACCESS LEVEL

Add a data report as a separate file and indicate whether your dataset is open access or conditionally accessible by clicking the “Restrict” button. Follow the instructions given.



6. SUBMIT YOUR DATA FILES

Click the “Save Dataset” button to submit your dataset. Accept the license agreement or add your own license agreement by clicking the “Edit” button and go to the tab “Terms”.



7. PUBLICATION BY THE RESEARCH DATA OFFICE

The Research Data Office will verify the dataset and publish it with the access level set by you. Your data have now been sustainably archived and will be accessible to others on a permanent basis.

A persistent identifier (handle) is available as a long-lasting reference to your dataset.

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MORE DETAILED INSTRUCTIONS

Please visit www.tilburguniversity.edu/dataverse-nl/ for more detailed instructions for depositing data. Or send us an email at dataverse@tilburguniversity.edu. You can also ask the Research Data Office to deposit your dataset for you.

OPEN IF POSSIBLE, PROTECTED IF NECESSARY

Tilburg University Dataverse supports the Open Access principle, while being aware that not all data can be freely and publicly available at all times. Even so, it is important that these research data are archived in a sustained manner as well. Therefore, Tilburg University Dataverse applies the principle “Open if possible, protected if necessary”.

CORETRUSTSEAL

To ensure that archived data can still be found, accessed and used in the future, Tilburg University Dataverse is CoreTrustSeal certified. This data seal is granted to data repositories that meet clear criteria in the field of quality, preservation and accessibility of data. For more information please visit the website www.coretrustseal.org.

CONTACT

Tilburg University Research Data Office (RDO)
LIS Research Support | Room L 221
researchdataoffice@tilburguniversity.edu
www.tilburguniversity.edu/rdo/

This document is an edited version of “Your 7 steps to sustainable data” created by Data Archiving and Networked Services (DANS).   