

OWCAP Data Management portal FAQ

Why do this? What are the goals of the data management portal?

This data portal provides a central, user-friendly tool for archiving and sharing data. By using this portal, you can meet journal requirements for making data publicly available and help our project team meet USDA-NIFA requirements.

More philosophically, see value in data sharing as a means to build broader cross-disciplinary knowledge about agricultural systems. Having a central project data portal will help us demonstrate transparency and build trust in science among our stakeholders.

We have designed this portal in a manner that we hope will help set an example for the broader research community that can be leveraged down the road for other similar team science projects. In this era of 'big data', data sharing will be part of our future!

What's in it for me? What do I get out of adding data to this portal?

- Broader citations of your research
- Possibility to publish/get DOIs for your datasets
- Increased (potential) collaborator interest

What datasets do I need to add?

Datasets related to any publication supported by our project should be added to this portal. This includes datasets from papers already published in recent years and for the remainder of our project through the end of the no-cost extension year. You can (and are encouraged) to also add any datasets, including non-published data, generated in relation to this project's support. Our portal will provide an opportunity to publish datasets and get a DOI assigned independently of using the data for a publication.

Do I have to share my data? The short answer to this question is: Yes! USDA-NIFA requires us make data generated and supported through our project discoverable. Between now and the end of our project's no-cost extension year, data sharing/access will be limited to our team only and governed by a request process that conforms to our project's Data Sharing Agreement.

But: Our portal also includes an option to embargo your datasets for up to 2 years after our project's official end date. In this situation, the metadata record of your dataset will be publically available but the data itself will be accessible until March 15, 2022, giving you a window of time to publish. Remember that, as noted above, we will also provide the ability for you to publish your datasets, obtaining a DOI, separate from use of your data as part of an article.

How will this data be made public?

By or before the end of our project's no-cost extension year (March 15, 2021), metadata for all datasets in the portal and non-embargoed datasets will be accessible/discoverable through a public facing version of the portal website, CSU libraries, and the National Agriculture Library.

Once my data is publicly available, how can I protect my authorship rights to my data and ensure it is acknowledged if my data used by someone else to publish something?

Metadata records will include primary data producer contact information, and data users will be asked to contact primary data producers to determine whether co-authorship is warranted prior to use.

Where will my data be stored? How long will it be stored?

If you upload them to our project portal, your datasets will be stored in perpetuity on a secure server at Colorado State University.

Datasets and projects, defined

In this portal, a **dataset** is any data file with information you have gathered or manipulated. Our portal supports a wide range of file formats. The maximum file size of datasets that you can upload to our portal is 200 MB. If your files are larger than 200 MB, please contact Amy Kremen to make arrangements for transferring your data and getting it uploaded to the portal.

If your data files are very large and are already parked in long-term storage and you can provide a guarantee that you can be contacted and provide access to these larger files beyond the life of our project, you will only need to provide metadata information on this data set using our portal.

If you have already had to upload your dataset elsewhere because of a journal requirement, you will simply need to provide metadata information and the link to where your data is stored, rather than upload the data set again to our portal.

A **project** is a collection of related datasets, as defined by the author. For example: our integrated modeling team may want to group a set of output files together by certain subregions or scenarios.

How to add a dataset

What type of metadata is required?

To add a dataset, you must complete a set of metadata fields that are compatible with the National Agricultural Library, CSU Libraries, and other internationally-recognized metadata standards. Our portal makes this process pretty simple- you've got one form with several questions to fill out to begin, which offer helping/explanatory text and in some cases will autofill. Some questions asked with the initial metadata form are optional/do not need to be filled. This will allow you to get your dataset into the portal so that it's viewable and so that you can provide access to others on our team. Incomplete metadata records in the system will have a yellow datafile title.

Steps required to obtain a DOI:

When metadata records are complete/sufficient for external publication, the datafile title will turn green and a button to initiate the DOI request process will become available. Clicking that button will trigger a notification to the data portal system's administrators (Meagan and Amy) who will ask you to make your dataset available to 2-3 of our team members who can do a quality control review. Once internal reviewers have approved your dataset, you will receive a notification and link through CSU libraries that will guide you through the process of obtaining a DOI. Once obtained, the DOI link associated with your dataset(s) will become a visible part of the metadata records on file that are discoverable through the public facing side of our portal, CSU libraries, and the National Ag Library.

More about Metadata

1. Adding keywords

Start typing relevant keywords and select the closest match from the dropdown list. You can add multiple keywords. This list is compatible with the National Ag Library list and will aid in making your data discoverable.

Adding Tags

Tags are user defined, and can include descriptive terms relevant to your data that are not official National Ag Library keywords

Slack channel

If you are in conversations with team members on Slack about some of your work, we have included a field on the metadata intake form that will let you link a Slack conversation to your dataset.