ScholarBank@NUS
User Guide for Research Data Submission

GETTING STARTED
1. Go to ScholarBank@NUS and click on “Deposit”. Use your NUSNET credentials to log in.

2. Read the “Declaration” and “Important information about submitting your work” carefully before you proceed
3. Select “Staff > Dataset” under “Select collections” and click on “Manual submission”
DESCRIBE YOUR DATASET

1. Agree to the clause by checking the box before you enter details about your dataset.

   Clause *
   All the data file(s) uploaded comply with the legal and ethical guidelines of National University of Singapore and all research funding agencies involved

2. Provide a title for your dataset. You may consider using the title of your study or project.

3. Enter the names of all people involved in the creation of the data. You are suggested to do a search from our researcher profiles registry. Use the “+ Add More” button to add more authors/creators.

   Enter the names of the creators of this dataset below.
   Creators *

   1) You can search by name, RP Number, NUSNET ID, and Department. (combined search is allowed)
   2) Select the correct name from search results.
   3) Click on “Accept”

4. Enter the date when your data was first published (if applicable)
5. Enter the primary contacts for data. Use the “+ Add More” button to add more than one contact person.

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<tr>
<th>NUS Contact</th>
<th>+ Add More</th>
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<table>
<thead>
<tr>
<th>External Contact (if any)</th>
<th>+ Add More</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full name, e.g. Donald Smith</td>
<td>Email, e.g. <a href="mailto:smith@example.org">smith@example.org</a></td>
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**For NUS researchers:**
Enter the name and select the correct record from the suggested profiles

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<td>Lim Fui Ping, NURLP, DEPT OF NURSING/ALICE LEE CTR FOR NUR ST</td>
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<td>Lim Pin, MCPLIM, DEPT OF MEDICINE</td>
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<tr>
<td>Lim Wei Ping, June, PSYLWP, DEPT OF PSYCHOLOGY</td>
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<td>Lim Yoon Pin, NMILY, DEPT OF BIOCHEMISTRY</td>
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<td>Lim Yoon Pin, INSTITUTE OF MOLECULAR &amp; CELL BIOLOGY</td>
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**For external researchers:**
Enter the name in the first box and email in the second box

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<tbody>
<tr>
<td>Donald Smith</td>
<td><a href="mailto:smith@example.com">smith@example.com</a></td>
</tr>
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</table>

6. Enter the most appropriate subjects for your dataset. Use the “+ Add More” button to assign more than one subject for your research data.

<table>
<thead>
<tr>
<th>Subject</th>
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7. Enter the series title of your dataset (if applicable)

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8. Do a search and select the departments of the authors/creators of your dataset. Apply “Ctrl + Click” / “Command + Click” to select more than one department.

9. Enter the DOI of your dataset (if applicable). If no DOI has been assigned to your dataset before your submission to ScholarBank@NUS, please leave this field blank. In this case, ScholarBank@NUS will generate a DOI for your dataset automatically.

10. To enhance the record of your deposit, you are welcome to add more relevant descriptions to your dataset. Select the appropriate tags from the drop-down list and enter the descriptions. Use the “+ Add More” button to add more than one type of description.

11. You can also add location-specific metadata (if applicable). You can enter the names of the cities or regions associated with the Dataset. Use the “+ Add More” button to add more than one location.
12. Enter DOI/URI of related publications. Use the “+ Add More” button to add more identifiers of the publications.

If the publication is archived in ScholarBank@NUS, please copy the suffix (numeric part) of the URI. You are also recommended to enter the DOI (if any).

If the publication is not archived in ScholarBank@NUS, please enter the DOI instead.

13. Enter the version of your dataset (if applicable)

14. Enter the WBS Code and Grant ID of your study/project (if applicable). The WBS code is for internal use only.

15. Enter the name of your funding agency (if applicable)
SELECT A LICENSE FOR YOUR DATA

1. You may choose to apply an open data license to your dataset.

   For research funded by NUS, the data license is by default, **CC BY-NC 4.0**.

2. Please contact us via ScholarBank@nus.edu.sg for further assistance if you would like to apply other data licenses to your research data. It will be considered on a case-by-case basis.
UPLOAD YOUR DATA FILES

1. Click “Select a file or drag & drop files ...” to select data files to upload. For files larger than 1GB, please contact us via ScholarBank@nus.edu.sg for further assistance.

2. Make sure all your files are successfully uploaded with ✓ shown and proceed to next step.

3. Click on “Next”

4. Add Another File allows you to add another file(s) to your dataset.
DESCRIBE YOUR DATA FILES/BITSTREAMS

1. Make sure the appropriate license (named as “License.rtf”) you selected is attached.

2. Enter description(s) for your data file(s)/bitstream(s)
   1) Click on “insert description”
   2) Click on “Ok” to save your description(s)
   3) Click on “Change” if you want to make changes to your description(s)
3. Select appropriate online viewer(s) based on the format of your file(s)/bitstream(s)
   1) Click on “Change”

   ![Image of file viewer selection]

   2) Select the appropriate viewer based on instructions. For a file in a format not listed in the drop-down list, e.g. .pdf, .txt, please keep it as “Default viewer”.

   ![Image of file viewer selection]

4. The default access setting for data files submitted to ScholarBank@NUS is “OPEN”.

   ![Image of uploaded files]

   If you are not ready to open your data at the moment you submit your research data, please apply an embargo setting. Your research data will not be open to the public until the embargo date you set.

   1) Check the box of “embargo date (available on)” and select the date you wish to open your data files.
2) Click on “Ok” to save access setting for the particular data file/bitstream, or click on “Apply to all files” to apply the specified access setting to all data files/bitstreams in your dataset.

5. ScholarBank@NUS provides three levels of access settings—Open, Closed and Restricted. Please contact us via ScholarBank@nus.edu.sg if you would like to apply an access setting other than Open to your research data. It will be considered on a case-by-case basis.
VERIFY SUBMISSION DETAILS

1. Please verify your submission details before you click on “Complete” to submit your dataset for approval workflow.

2. You are strongly encouraged to add a README file for your dataset. You can refer to our Research Data Management LibGuide for details on how to prepare a README file for your research data.
COMPLETE YOUR SUBMISSION

1. Click on “Complete” after verifying your submission details
2. You will see the following confirmation message after your submission.

Submit: Submission Complete!

Your submission will now go through the workflow process designated for the collection to which you are submitting. You will receive e-mail notification as soon as your submission has become a part of the collection, or if for some reason there is a problem with your submission. You can also check on the status of your submission by going to the My DSpace page.

3. Our staff will review and process your submitted dataset and metadata information within 15 days after your submission is received.
4. You will receive an email notification with a URI and a DOI generated for your dataset if your submission is approved.
5. You will receive an email notification with the reason for rejection if your submission is not approved by our staff. You may contact us via ScholarBank@nus.edu.sg for further assistance.

Feel free to email the ScholarBank@NUS (ScholarBank@nus.edu.sg) or the Research Data Management Team, Scholarly Communication@NUS Libraries (Estella.ye@nus.edu.sg; Gerrie@nus.edu.sg) with any data-related queries.