AALBORG UNIVERSITY
DENMARK

# DATADEPOSIT USER GUIDE

## Content

AALBORG UNIVERSITY
DENMARK

# BEFORE USING DATADEPOSIT

1. Please be aware that there is no auto-save on this system. If you remain passive for a longer period, you run the risk of being disconnected and must start over. The DataDeposit user interface will warn you 1 minute before logging you out.

2. For uploading and downloading data from DataDeposit you need to install an SFTP-client (see "What is SFTP?" in the following section).

3. You cannot delete or edit archived data from DataDeposit. When you have clicked the "archive" button, the dataset is locked. You can add, edit, and delete the data until you press the "archive" button.

4. Be aware that you cannot change the classification in the community and collection. Once the community and collection are created you can't change the classification again. To create a community on DataDeposit use this form.

5. There can only be one owner of the dataset (the one who uploads the dataset), but you can add several members to the community.

6. It is NOT possible to put embargo periods on uploaded data.

7. The metadata fields that you fill out when uploading data in DataDeposit, will be shown on your personal profile on VBN, if metadata is public.

8. Metadata must not contain sensitive or confidential information.

9. Please be aware that the data owner must check access to their datasets every 6 months. Only relevant when data owner has given access to more than one person. This is to ensure that only relevant people can access data.

10. For additional information please visit our website.

# WHAT IS SFTP?

SFTP is a protocol for secure file transfer. The acronym stands for *SSH File Transfer Protocol* or *Secure File Transfer Protocol*.

Since SFTP is merely a method by which to transfer files, it is possible to use any application supporting this protocol to transfer files to and from any server that supports this protocol.

## SFTP IN DATADEPOSIT

SFTP is used together with DataDeposit for transferring files to and from data sets you create in DataDeposit. SFTP is used in two situations:

1. Uploading files to a new dataset you create in DataDeposit. After you have created a new dataset, you need to upload the actual contents to the dataset before archiving it. This is done by connecting to the data host via SFTP and uploading your files.
2. Accessing files in a previously archived dataset. When you have archived a dataset in DataDeposit, you can mount the dataset again at a later point if you wish to read the files contained in it. This is done by connecting to the data host via SFTP and downloading your files.

## HOW TO USE SFTP

Since DataDeposit should be usable by all users regardless of operating system on your own computer, and there are different SFTP client applications available for different operating systems, you need to choose and install an SFTP client application specifically for your computer. **This must be done before you can upload/download data to/from DataDeposit.**

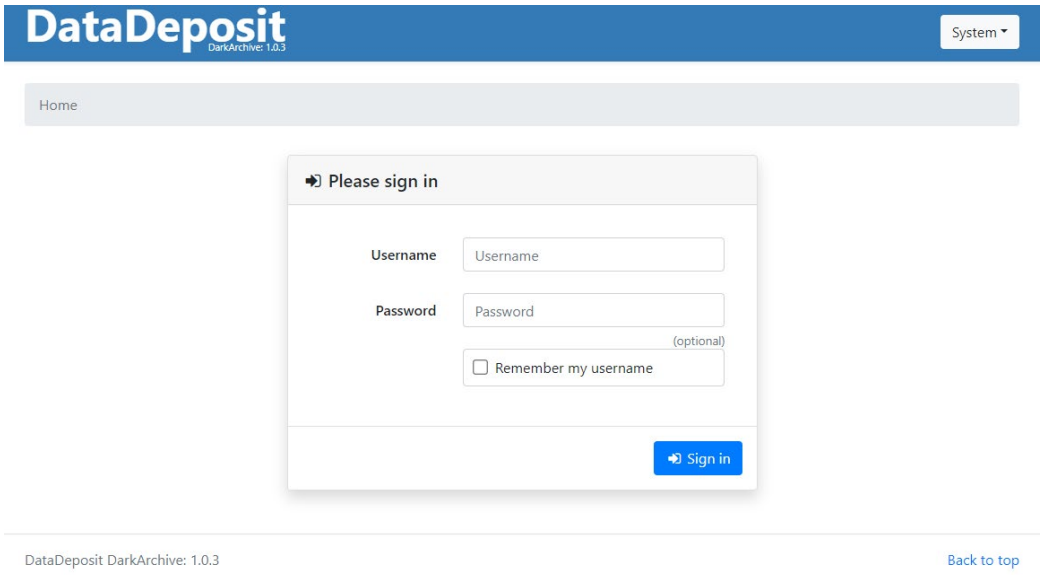
You can choose any SFTP application you wish. We recommend these SFTP applications:

- WinSCP: available for Windows in AAU Software Center.
- FileZilla: available for Linux, OS X, and Windows
- Cyberduck: available for OS X and Windows

# HOW TO UPLOAD DATASETS TO DATADEPOSIT

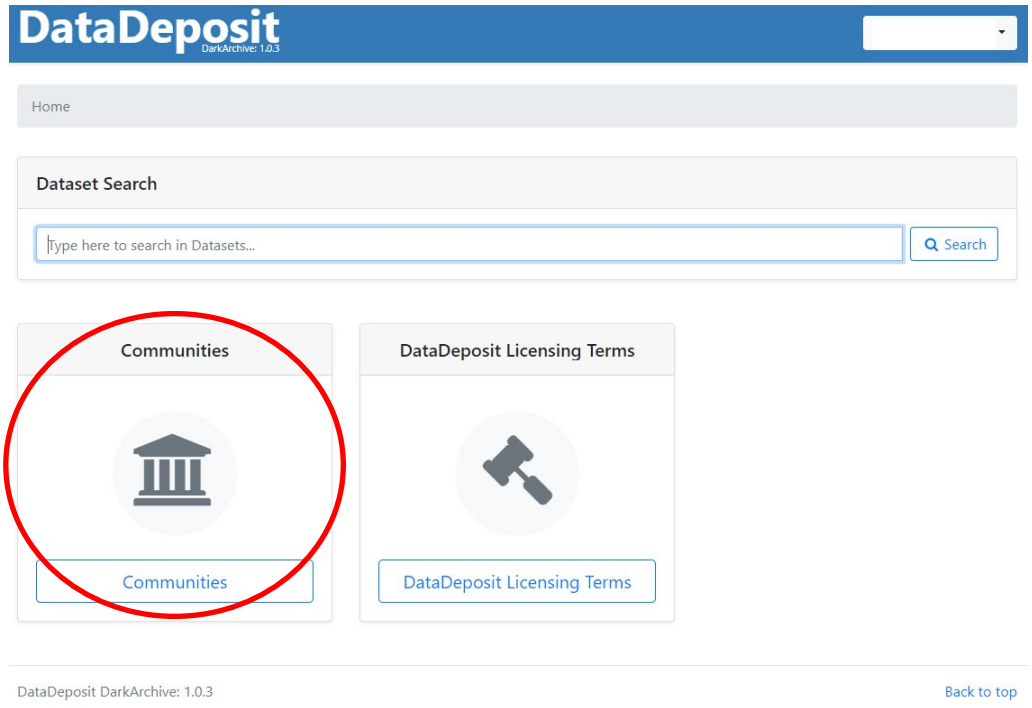
## STEP 1: LOGIN.

Fill in username and password and log in. This should be your AAU username and password as used when logging into for example AAU webmail.



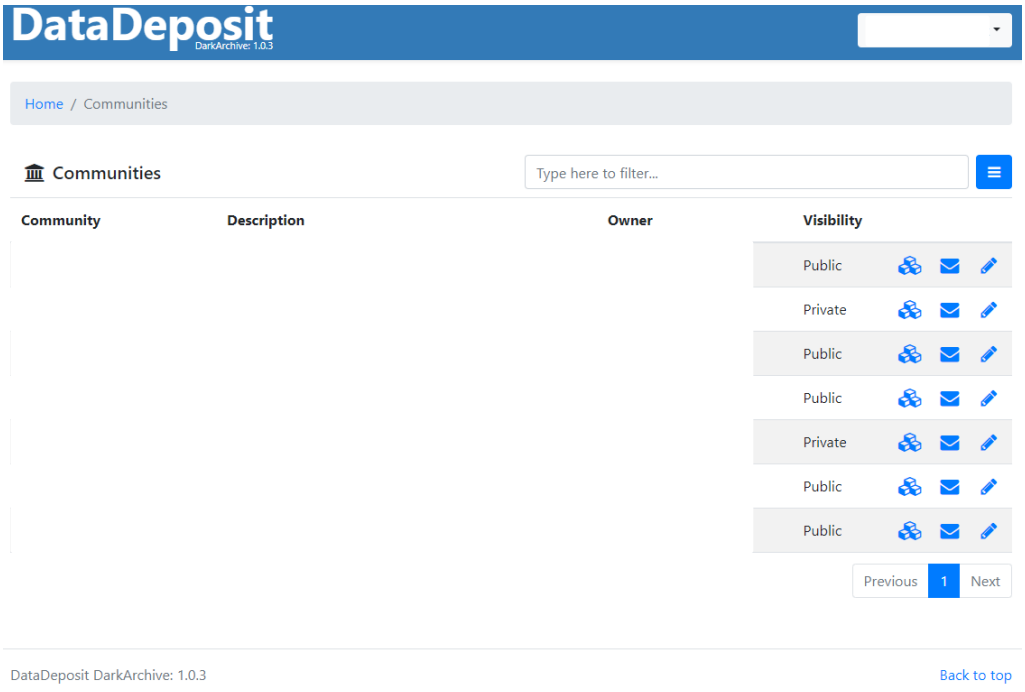

## STEP 2: COMMUNITIES.

Click on Communities.



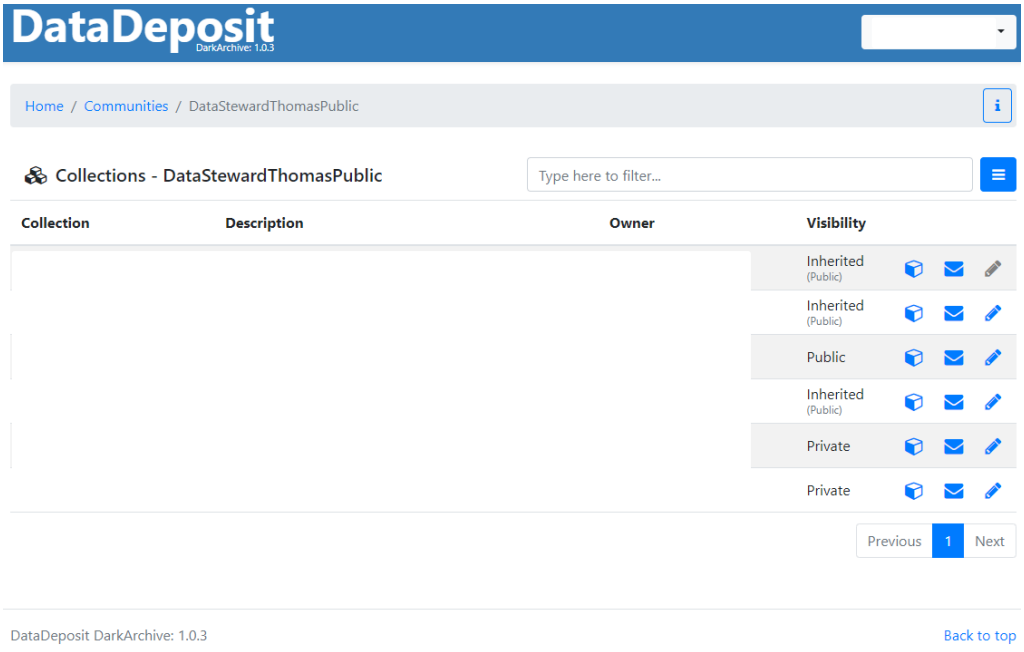
Step 2a: Browse communities.

You are able to see public communities and the communities, that you are a part of.



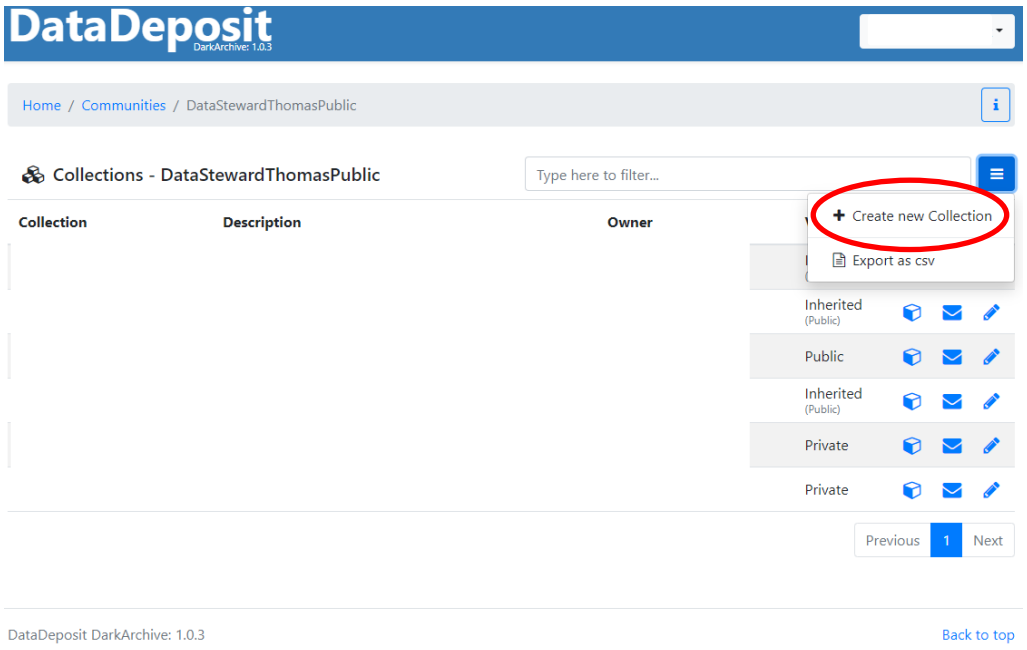

Step 2b: Choose your community.

You do this by clicking on the name of your community. The contents of the community are shown next and are called collections.

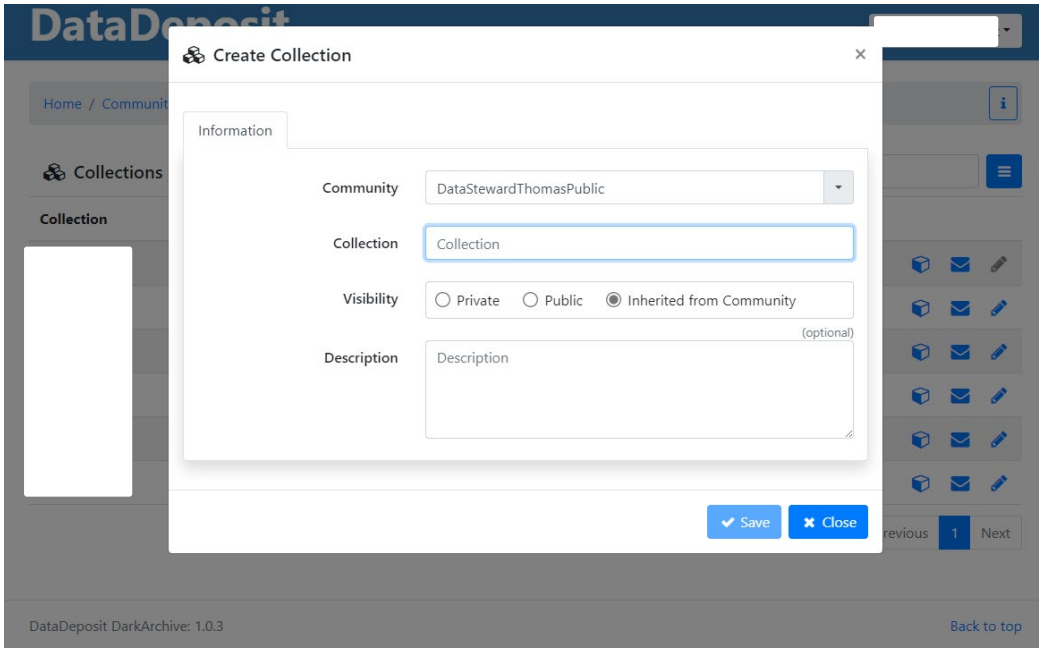


## STEP 3: COLLECTION

Click ”Create new Collection” to create a new collection.

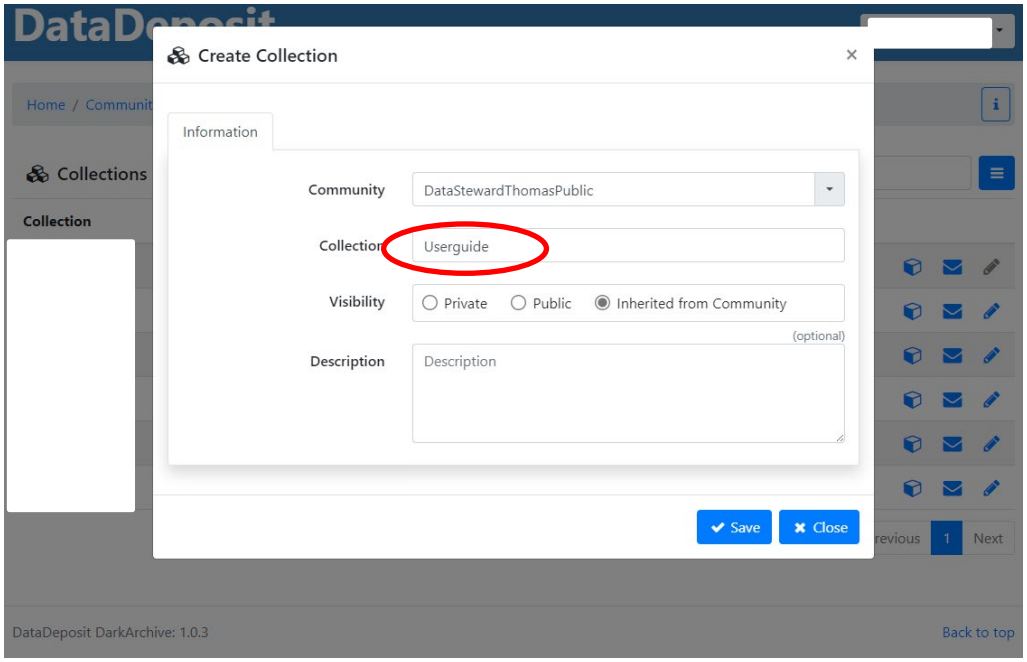



Step 3a: A box appears to create your new collection



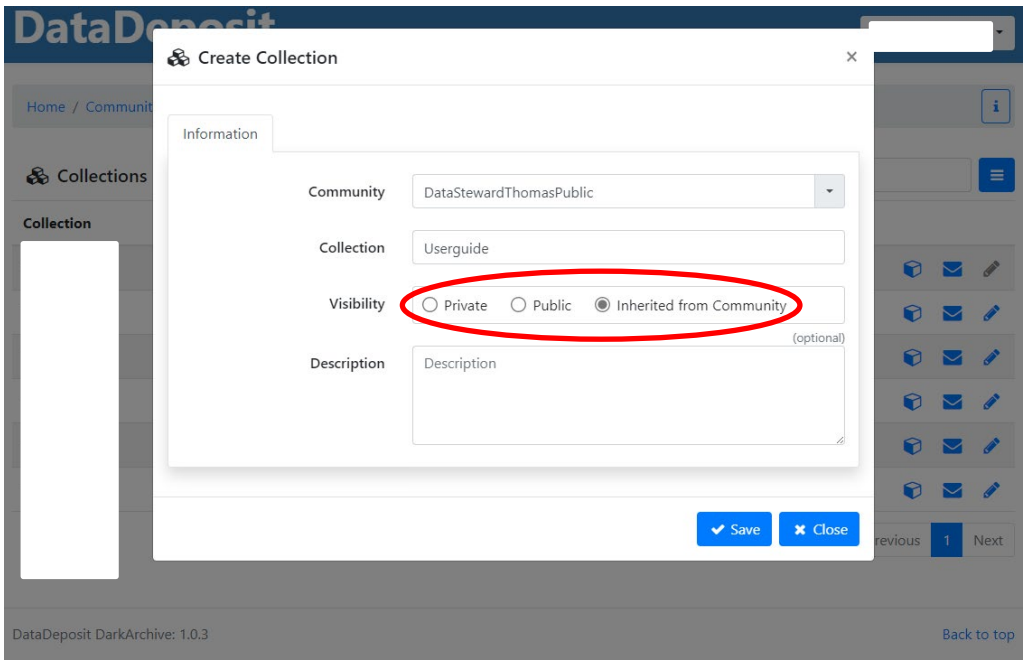

Step 3b: Name your collection.
This name represents the collection of one or multiple datasets inside it. In this example we will call

your collection “Userguide”.




Step 3c: Indicate if your collection of datasets should be public or private.

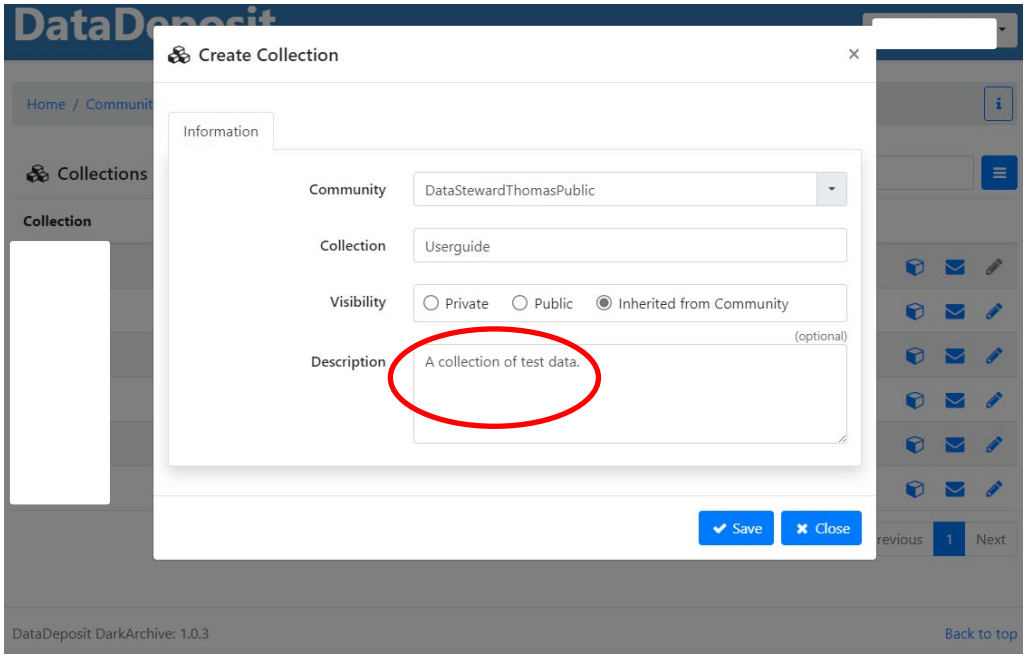
Public = All users in the archive can see your data.
Private = Only people affiliated with the specific community can see your data.
Inherited from Community = Same visibility as your community.



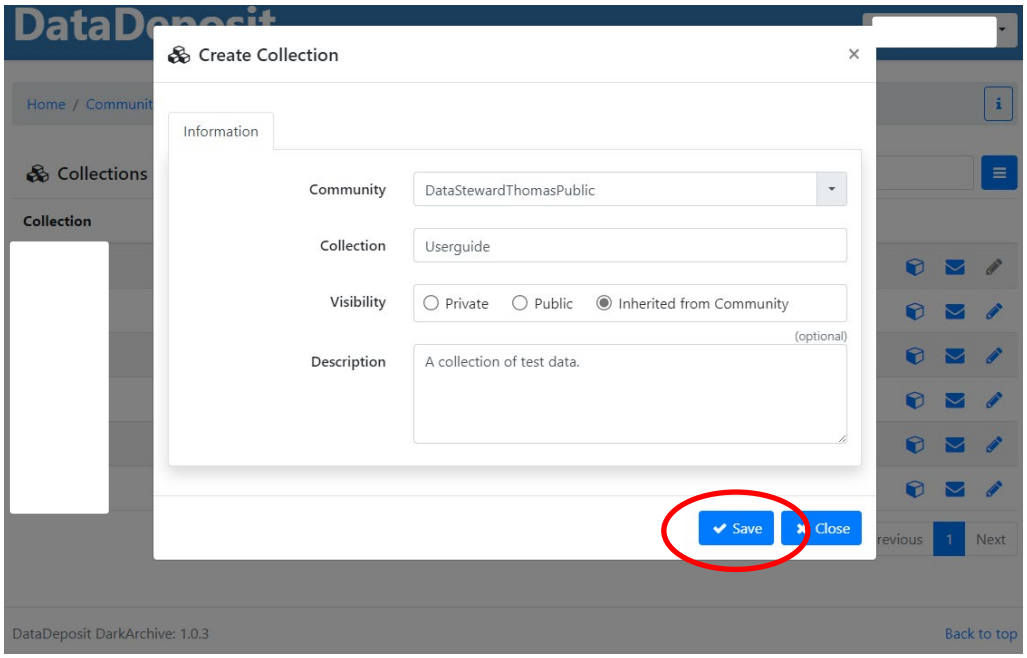
Step 3d: Write a description of your dataset collection.

This description should say which type of data the collection contains. It is up to you as the originator to describe the collection with the information you find relevant. You can for example describe how the collection originated, what it shows, if it is raw data, or it has been processed in some way, what it has been used for, and so on.

N.B. the "Description" is visible to all – even though the collection is set to private.

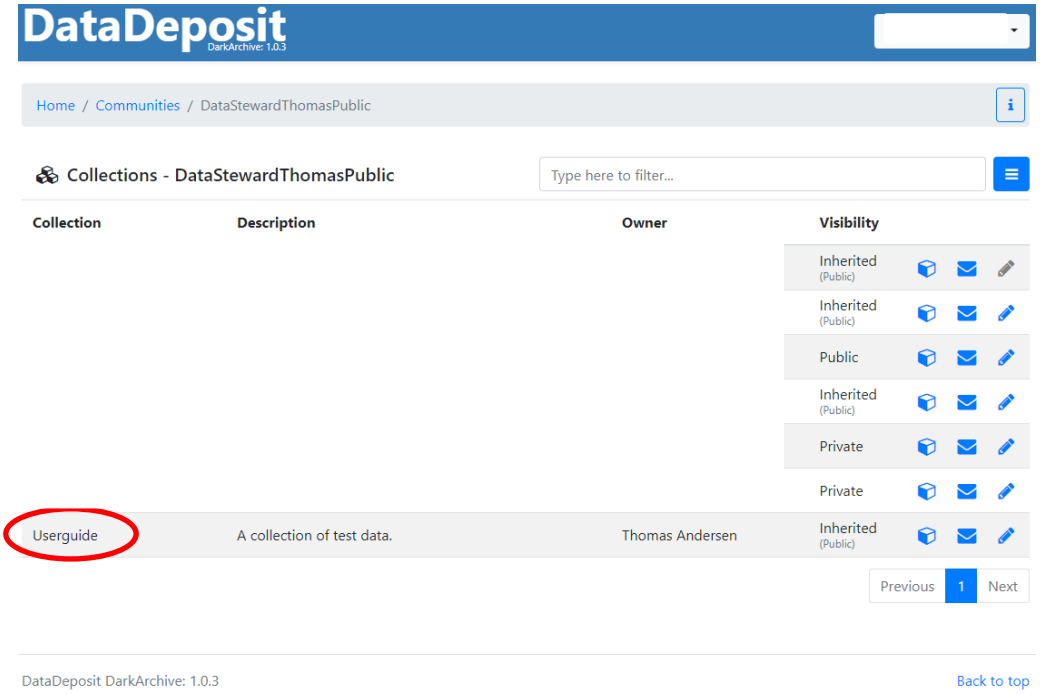



Step 3e: Click "Save". You have now created your collection.

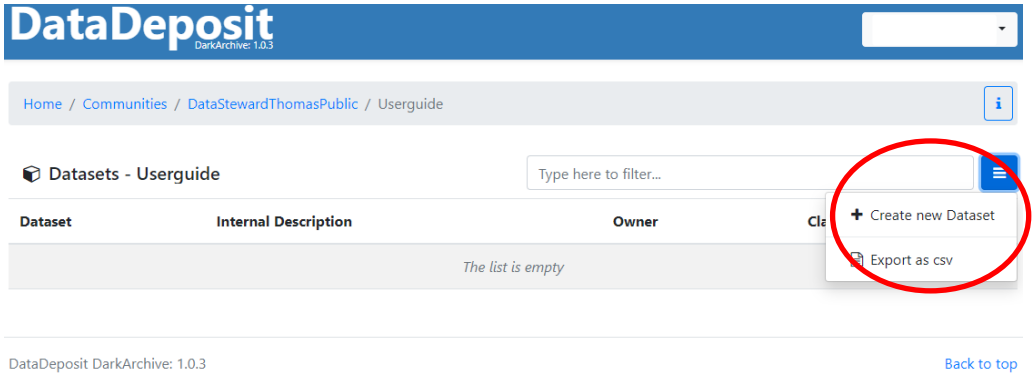


## STEP 4: DATASET

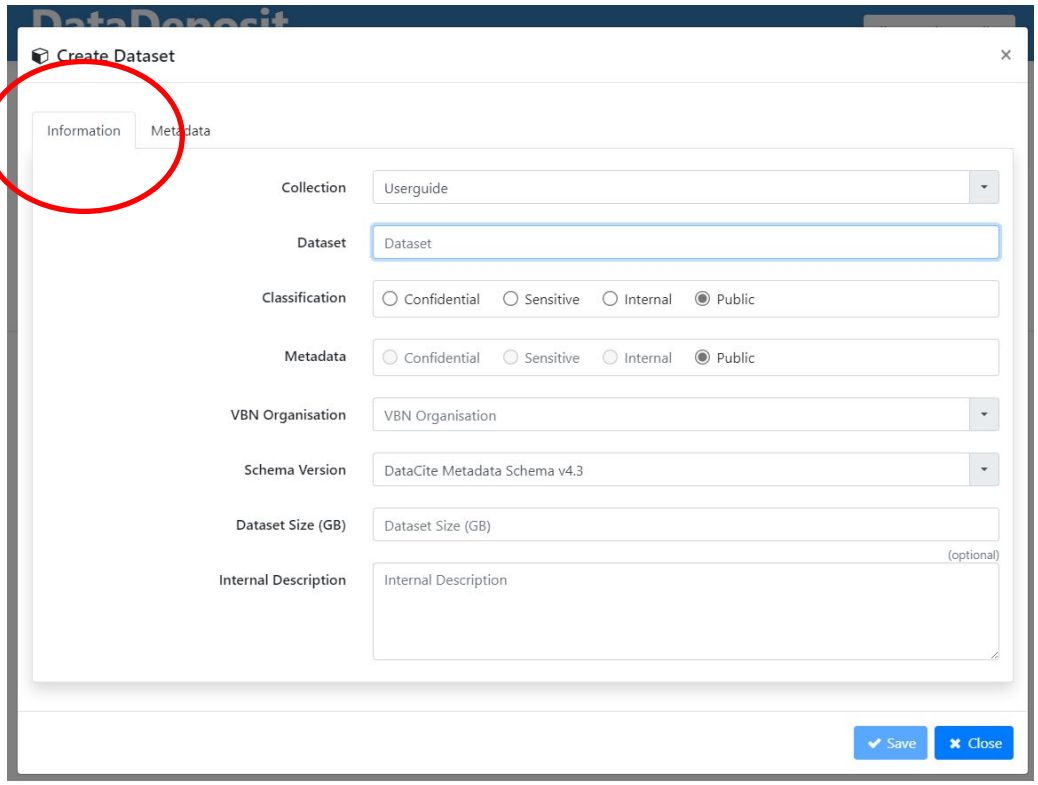
Click on your newly created collection.




Step 4a: Create new dataset.
The collection is empty as you have yet to create your dataset(s) and upload data to the collection.
Now click “Create new Dataset”.



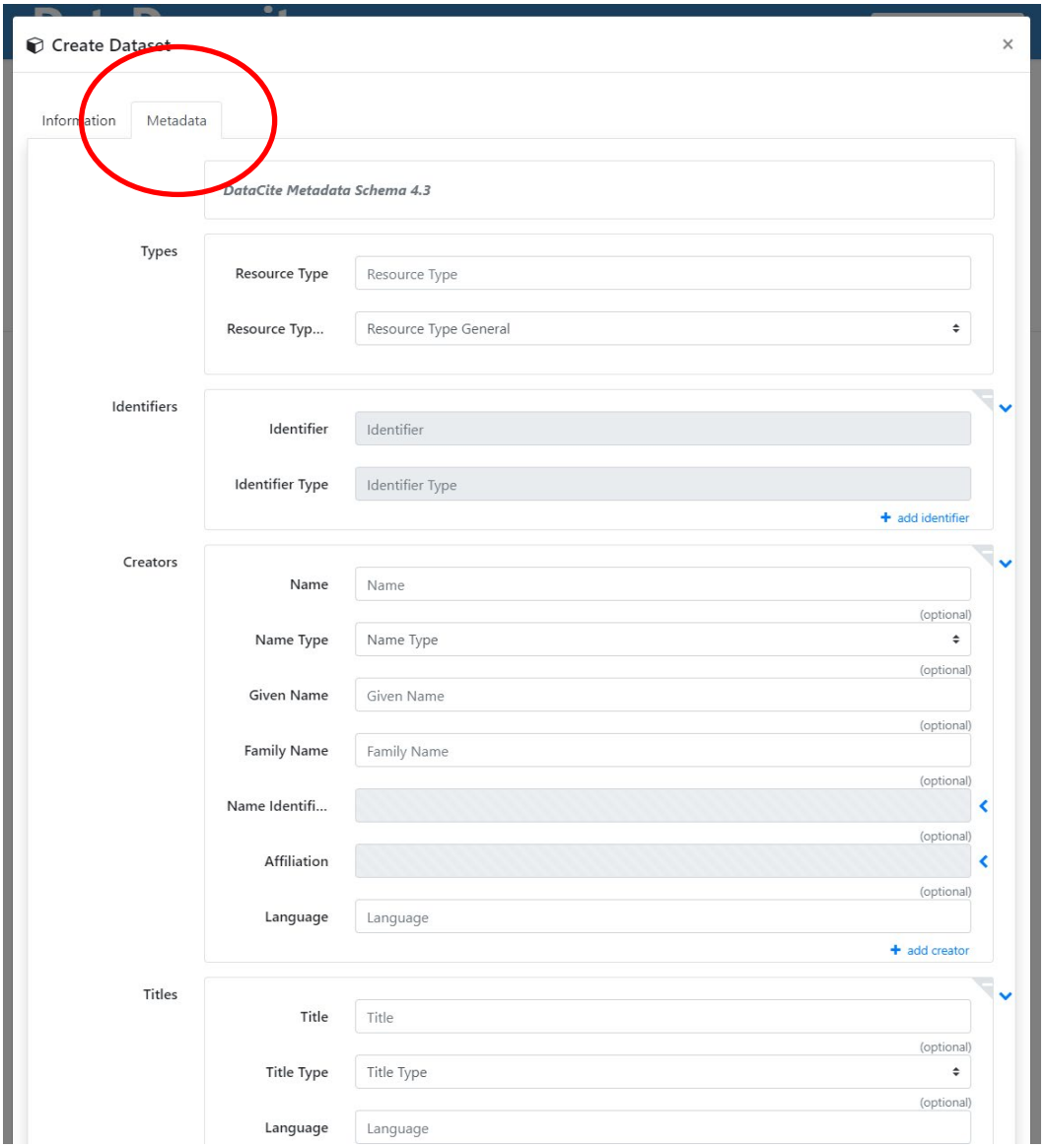
Step 4b: Dataset information.
A box appears to create your new dataset. Go to the Information tab. Fill in the first 6 fields. For guidance on what to write in the fields look at Appendix_1.

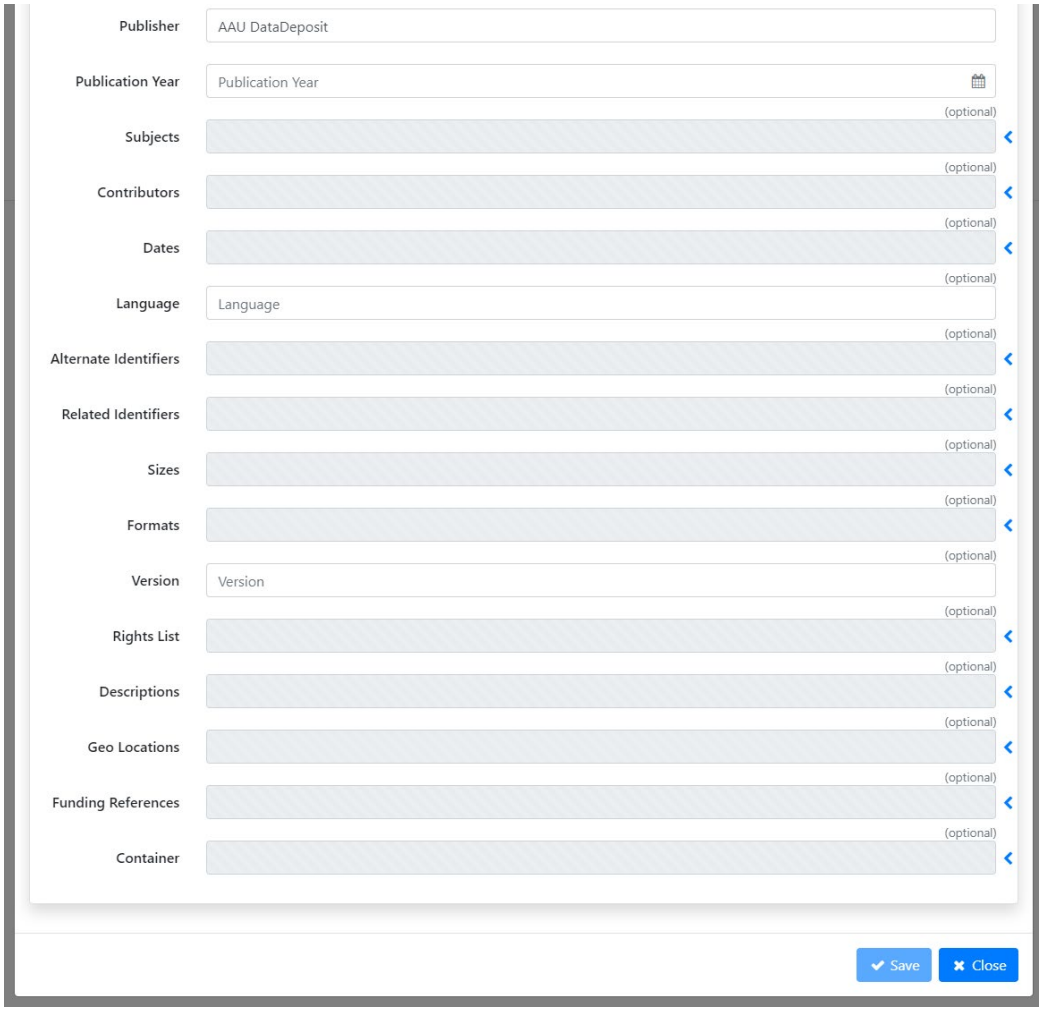



The description will be visible in the user interface when you log on to DataDeposit and can be seen in the overview of its containing collection.

**Remember to press Save before closing the window.**

Step 4c: Metadata.
Click on Metadata. The metadata schema has a lot of optional features, and it is up to you how extensive you wish your metadata to be.




Publisher
AAU DataDeposit
Publication Year
Publication Year
(optional)
Subjects
(optional)
Contributors
(optional)
Dates
(optional)
Language
Language
(optional)
Alternate Identifiers
(optional)
Related Identifiers
(optional)
Sizes
(optional)
Formats
(optional)
Version
Version
(optional)
Rights List
(optional)
Descriptions
(optional)
Geo Locations
(optional)
Funding References
(optional)
Container
Save
Close

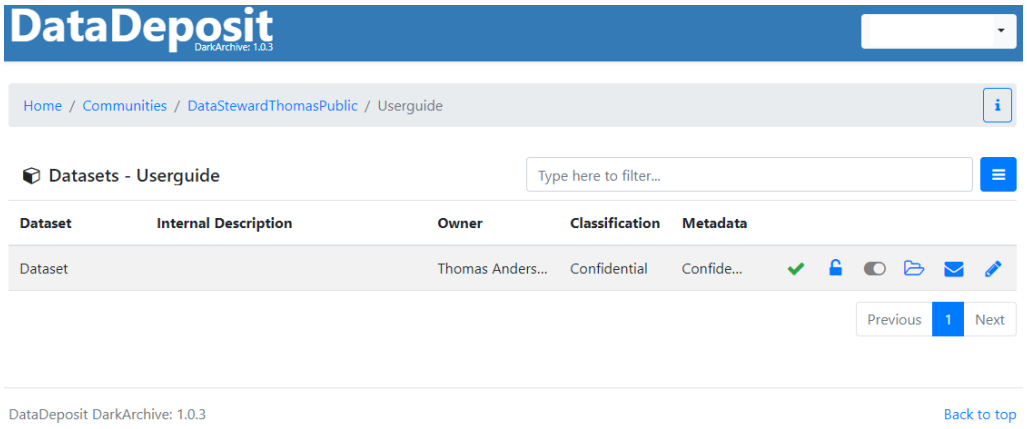
Step 4d: Fill in at least all the non-optional fields.

For guidance on what to write in the fields look at Appendix 1.

Step 4e: Click "Save" at the bottom in of the page.

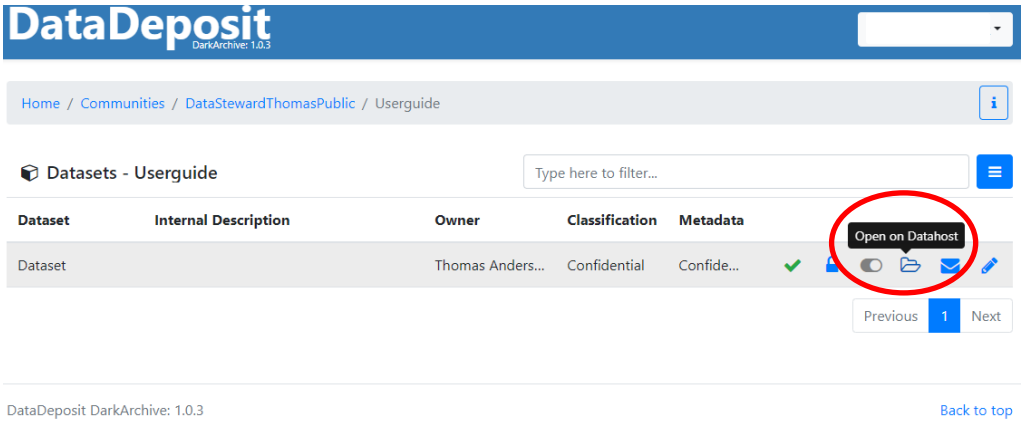
Step 4f: Data upload preparing.

When the "circle" has finished turning and a padlock icon appears instead, you have finished preparing for your data upload. **Do NOT click on the padlock yet!** First you must upload your data.

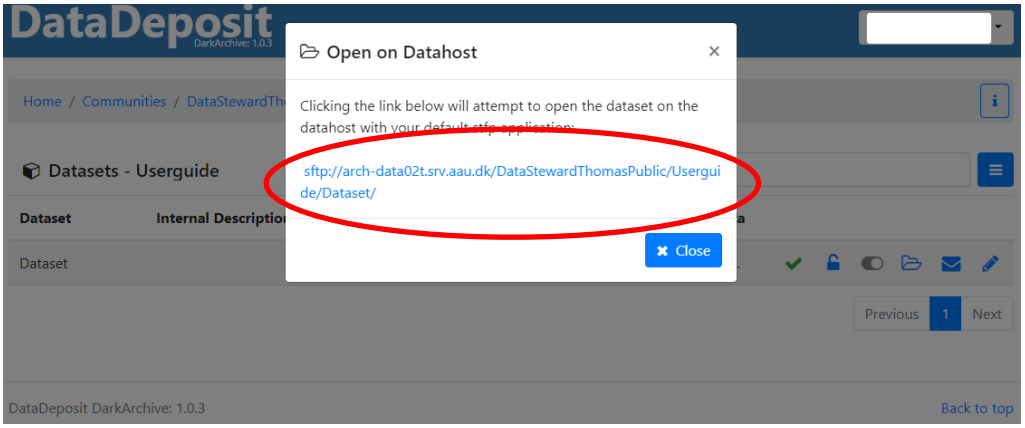



## STEP 5: DATA HOST

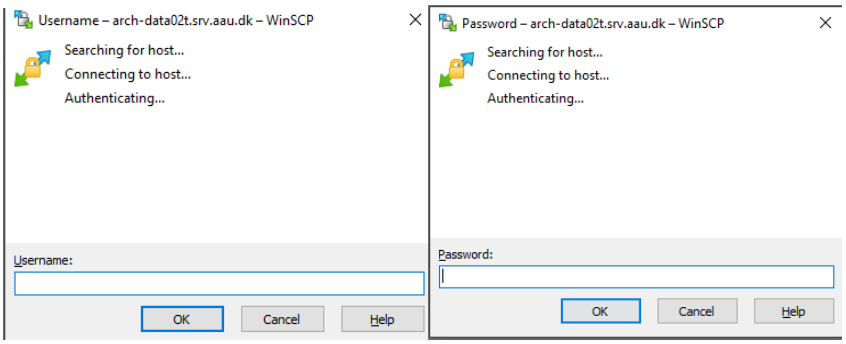
Click "Open on Data host".

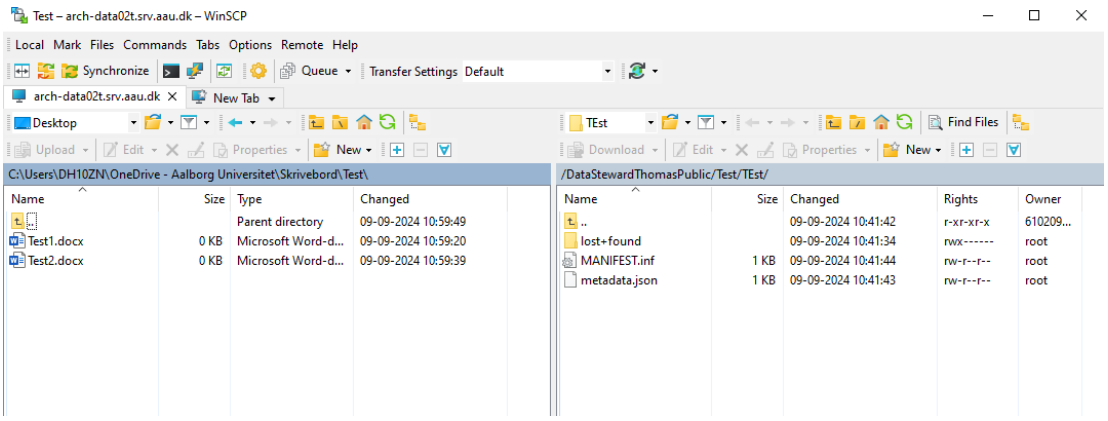


Click on the link as shown below. (Prior to using DataDeposit, you have installed an SFTP client (such as WinSCP, which we use for this example).




If this or a similar application does not appear …

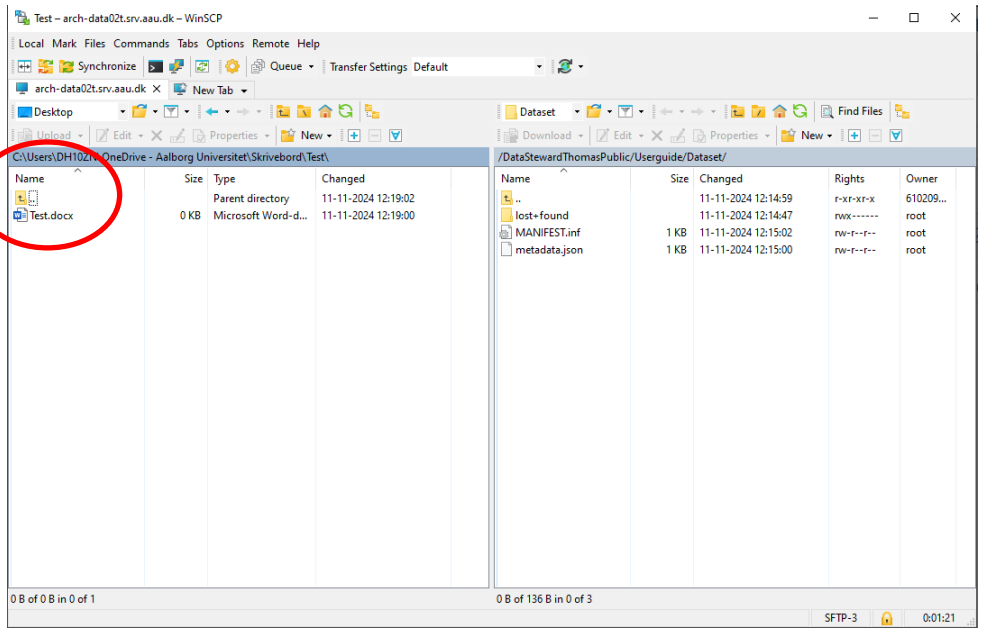


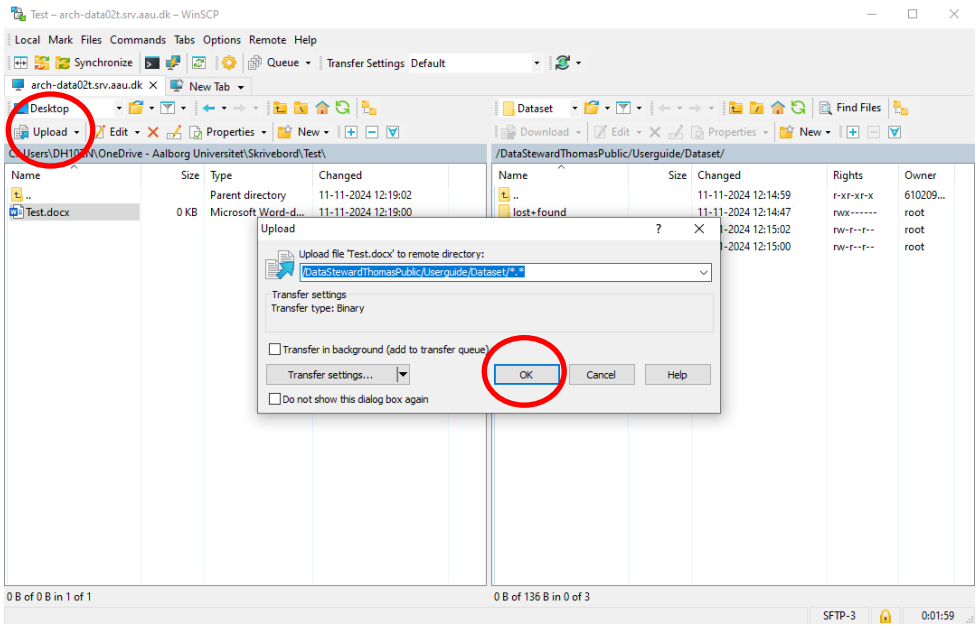

…open your SFTP client application manually, connect to the server shown in the beginning of the SFTP URL in the dialog in DataDeposit, and navigate to the path shown as the remainder of the SFTP URL, on the SFTP server.

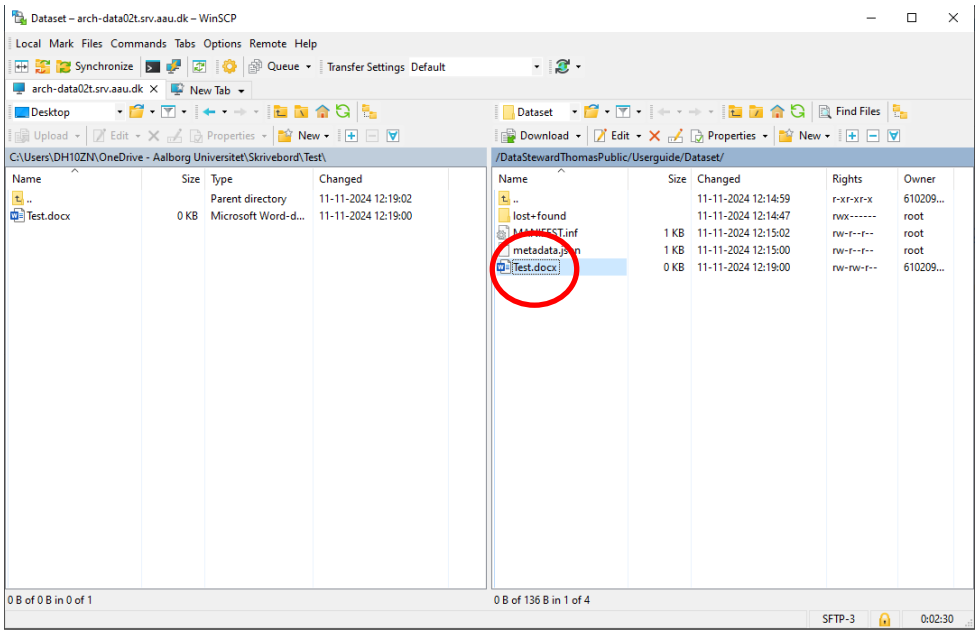
Step 5a: Upload data.

Find the files that constitute the dataset you want to upload. That is, navigate to the location of your data on your local computer in the SFTP client application. Copy all the relevant files to the server.



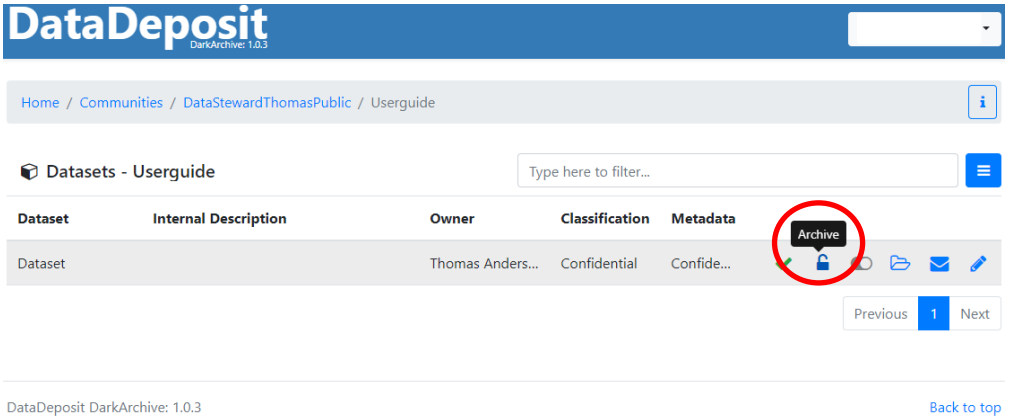

They can be transferred all at once by marking them in your SFTP client application and selecting upload. Otherwise, you will have to copy one file at a time to the data host. This process is standard (S)FTP file transfer protocol.



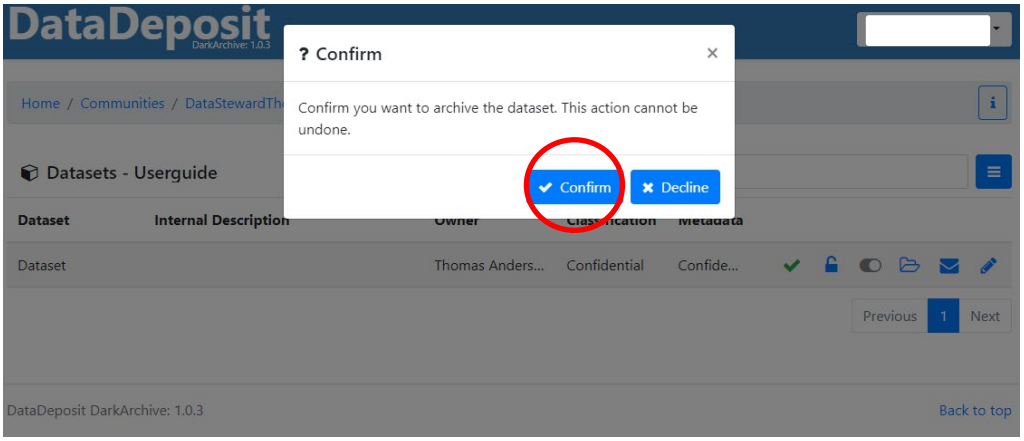



## STEP 6: ARCHIVE DATA.

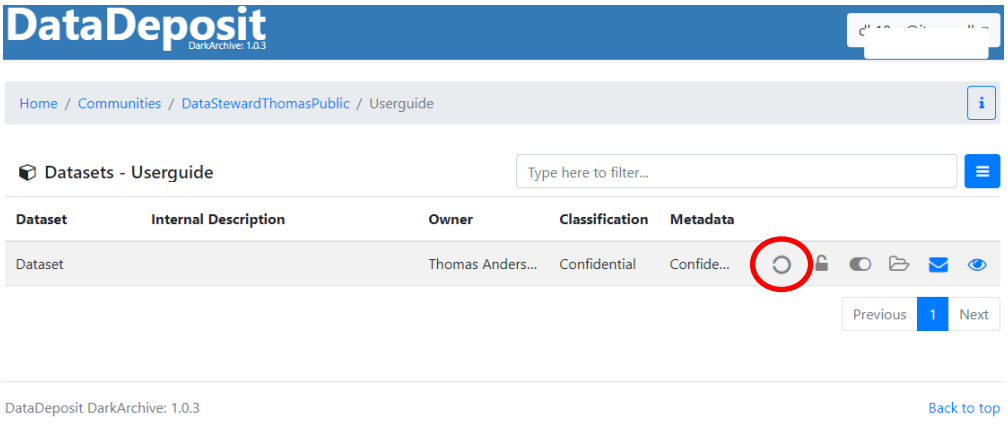
When your files have been transferred to the data host, go back to DataDeposit. If your data and metadata are correct, then press the padlock to archive your data. **Once you have pressed archive, you can no longer edit your dataset or your metadata.**



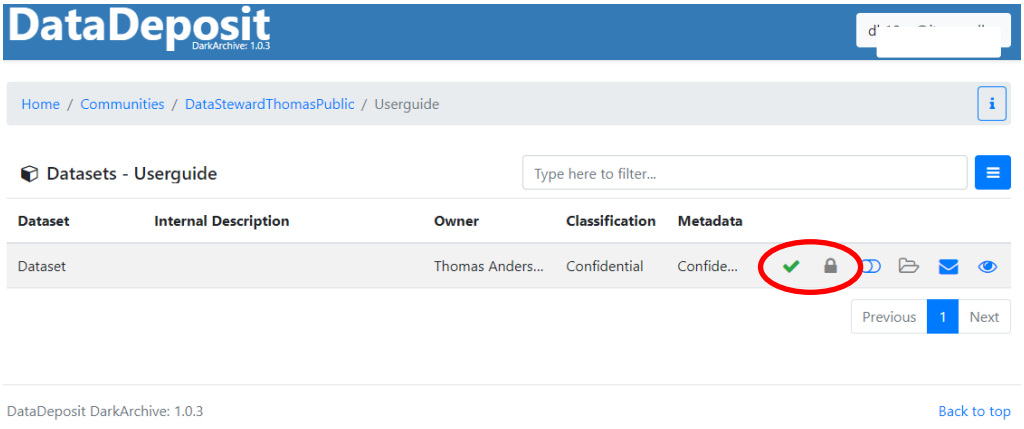
Step 6a: Confirm that you wish to archive your data.




Step 6b: When the circle starts to move, the archiving process has begun.

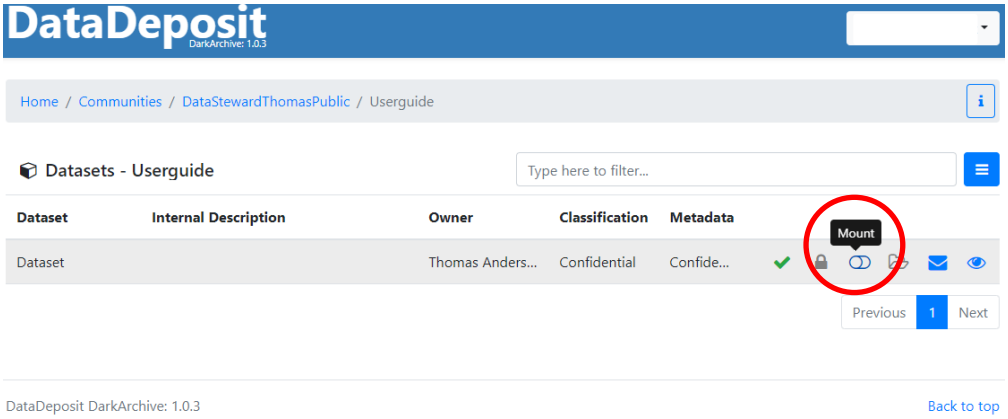



Step 6c: When the padlock icon is locked, you have successfully archived your data.

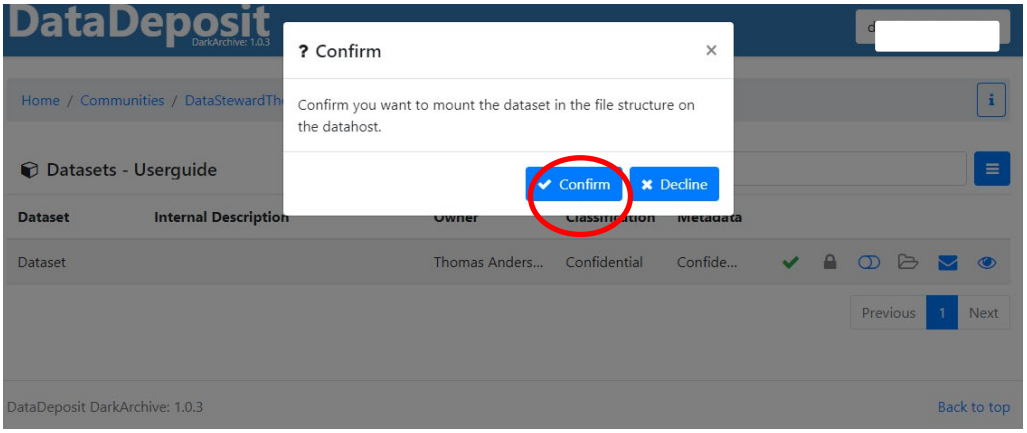


## STEP 7: MOUNT DATA.

Now test if your data has indeed been archived correctly in the dataset.
Click on the mount icon for your dataset.

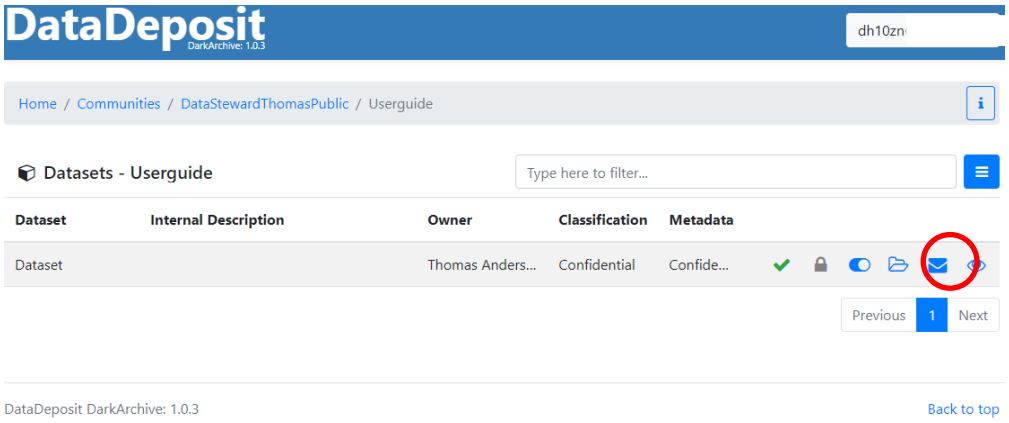



Step 7a: Click “Confirm”.



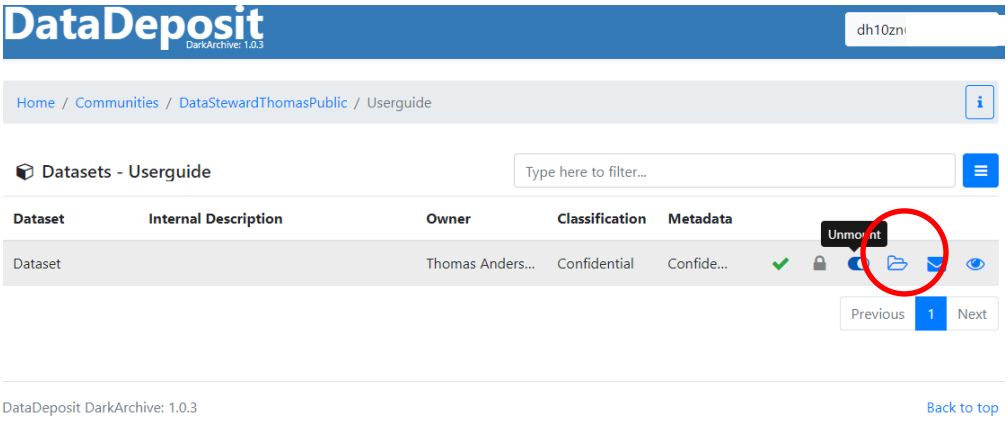
## Step 7b: Data check

Now repeat the process from step 5, where you connected to the data host using an SFTP client. This time check, that you can see the files you have previously uploaded to your dataset on the data host.




## Step 7c: Data confirmation.

Once you have confirmed that the files are indeed present in the dataset, return to DataDeposit and click the mount icon to unmount the data set.



# APPENDIX 1 DESCRIPTION OF FIELDS UNDER *INFORMATION*

| Number | Name | Definition | Usage notes |
|---|---|---|---|
| **1** | Collection | This is the name of the collection where you are uploading the dataset. | Pre-filled |
| **2** | Dataset | The name of the dataset you are uploading.<br>The dataset name cannot contain special characters, underscores or spaces it is limited to a name with dashes.<br>The name will appear in the list of datasets in each collection.<br><br>Possible conventions:<br>article-nameofdataset<br>rawdata-nameofdataset | In the Dataset field you must name the dataset you are going to upload. Try to find a recognizable name which makes it easier to find the dataset in DataDeposit's search function. It also helps you recognize this dataset among others if you eventually end up having several datasets under one collection in DataDeposit. |
| **3** | Classification | In the classification field you must indicate what classification your **data** has.<br><br>NOTE: The selection of classification has implications for visibility after the data has been archived.<br>**Confidential:** Data are only visible for the community/collection<br>**Sensitive:** The data are only visible for the community/collection.<br>**Internal:** The data are only visible for the community/collection.<br>**Public:** All users in DataDeposit can see the data. | Use the AAU classification model: Classify your data at Aalborg University - Aalborg University |
| **4** | Metadata | In the classification field you must indicate what classification your **metadata** has.<br><br>NOTE: The selection of classification has implications for | Use the AAU classification model: Classify your data at Aalborg University - Aalborg University |

| | | | |
|---|---|---|---|
| | | visibility after the data has been archived. Limited visibility of metadata will have implications for findability.<br>**Confidential:** The metadata are only visible for the community/collection.<br>**Sensitive:** The metadata are only visible for the community/collection.<br>**Internal:** The metadata are only visible for the community/collection.<br>**Public:** The metadata are shown at VBN and in DataDeposit. | |
| **5** | VBN Organisation | A selection of the VBN organisation to which the user has associations. | Only one organisation can be selected. The user uploading the data must therefore be associated with the desired organisation. |
| **6** | Schema Version5 | This field should default to the latest version of the metadata schema. | Pre-filled. |
| **7** | Dataset Size (GB) | In Dataset Size you must enter the size of your dataset.<br>Be aware: This value will be the size limit for data upload. | This can be found by checking the size of your data (files) where they are currently stored. This may, for example, be locally on your computer in your filesystem.<br><br>It is recommended to round this value up to a reasonable round number. Ex. Allocate 900 Mb (0.9 GB) for a 877Mb file.<br><br>NB: MAX 1 TB upload size (Dec 2022 limit) |
| **8** | Internal Description | In the Description field you must describe what the dataset is. It could be considered as an "abstract" for the data and should provide a brief but clear understanding of what the dataset is.<br><br>Be aware:<br>This field is visible for all users in DataDeposit if the metadata are public. | You could for example briefly describe what the data shows, how the data was collected, methodological approach, time and place, the number of respondents or experiments that were done and so on.<br>If there are special conditions regarding access to data, the use of data and the like, this could also be described in this field. |

# APPENDIX 2 DESCRIPTION OF FIELDS UNDER *METADATA*

| Category | Name | Definition | Usage notes |
|---|---|---|---|
| **Types** | Resource type | Choose a single term of some detail that supplements the type in the field below. | A single term of that describes the resource. |
| | Resource type general | Choose the relevant resource type from the list. | Uploads with multiple files should select the option "Dataset". |
| **Identifiers** | Identifier | This refers to the Unique identifier for the dataset, in this case a DOI.<br><br>A DOI is a unique string that makes it possible to unambiguously identify and find your uploaded dataset.<br><br>The DOI number is a combination of words, letters, and numbers, and will be automatically allocated to the dataset<br><br>It the metadata are not public; the data are not | Pre-filled / Free text<br><br>For new datasets this field is automatically completed.<br><br>If this is a new dataset and the metadata for the dataset will be made public, a digital object identifier (DOI) will be automatically generated. If the metadata will not be public, then a universal unique identifier (UUID) will automatically be allocated that will not generate public information. |

| | | | |
|---|---|---|---|
| | | issued a DOI. | |
| | Identifier Type | The identifier type is determined by the identifier, but till be completed automatically. | Pre-filled |
| **Creators** | Name | The main researchers involved in producing the data, or the author of the publication.<br><br>To supply multiple creators, repeat this property by clicking the (+ add creator) button.<br><br>This should be interpreted like authors for a research article. | Write the name of the creatures who has been involved in producing the data, or the authors of the publication, in priority order.<br><br>To supply multiple creators, repeat this property.<br>Each creator (or author) should have a separate entry. I.e. by clicking the (+ add creator) button. |
| | Name type | The type of name given in the 'Creator'. Either 'organizational' for an organization or 'personal' for a person. | As a researcher at the university this would by default be "personal". |
| | Given name | The personal or first name of the creator. | Not to be filled if you registered an organization. |

| | | | |
|---|---|---|---|
| | Family name | The surname or last name of the creator. | Not to be filled if you registered an organization. |
| | Name Identifier | You use this field to write a unique identifier for the creator(s).<br><br>For people this is most often the ORCID. | Write your ORCID-number or another unique identifier. |
| | Name Identifier Schema | The Identifier Schema is a unique Schema that identifies a resource. | Write the type of identifier you have used – eg. ORCID, ROR etc. |
| | Scheme URI | The URI (Uniform Resource Identifier) of the name identifier scheme. | Depending on what identifier you have chosen in the above field, write the Scheme URI that matches the chosen identifier.<br><br>Examples on URI's: https://isni.org/ https://orcid.org https://ror.org/ https://www.grid.ac/ |
| | Name affiliation | The organizational or institutional affiliation of the creator. | The organizational or institutional affiliation of the creator. As an AAU researcher, write Aalborg University, the specific faculty and department the creator belongs to. |
| | Affiliation identifier | You use this field to write a unique identifier for your organization.<br><br>For organizations it is most often the ROR. | Write the ROR-number or another unique identifier.<br><br>Aalborg University identifiers:<br>ROR: https://ror.org/04m5j1k67<br>GRID: grid.5117.2<br>ISNI: 0000 0001 0742 471X<br>Crossref Funder ID: 501100002702<br>Wikidata: Q601956 |
| | Affiliation Identifier Schema | Specify the identifier schema used. | Write the type of identifier you have used. ROR or another unique identifier schema. |
| | Scheme URI | The URI (Uniform Resource Identifier) of the name identifier scheme. | Depending on what identifier you have chosen in the above field, write the Scheme URI that matches the chosen identifier.<br>Examples on URI: https://isni.org/ https://orcid.org https://ror.org/ https://www.grid.ac/ |

| | | | |
|---|---|---|---|
| **Titles** | Title | The main title of the dataset, software etc.<br><br>Additional alternative titles, subtitles, or translated titles can be added by clicking the (+ add title) button. | Write a meaningful title for the data that you are uploading. If this dataset is related to a published research article, you can use the same title as was used for the article. |
| | Title type | The type of Title (other than the Main Title)<br><br>VERY IMPORTANT: Always complete the main title. When filling in the main title of the dataset, this field must be left blank. For additional title types click the (+ add title) button. | If the dataset needs additional (sub)titles use the (+ add title) button to add an additional title, then select the additional title type from the dropdown list.<br><br>For the main title, remember to leave the “Title type” field blank. |
| **Publisher** | Publisher | The name of the entity that holds, archives, publishes, prints, distributes, releases, issues, or produces the data. | If this is the first time “publishing” this data, then enter “AAU Datadeposit”.<br><br>If you have already published your data together with an article or have uploaded the data in a Repository – then write the name of the journal or the repository. E.g. Harvard Dataverse, Sage publications, Zenodo and so on. |

| | | | |
|---|---|---|---|
| **Publication year** | Publication year | The year when the data and/or metadata is made publicly available. If the metadata is not made public, then this represents the year that the data is archived. | In the case of datasets, "publish" is understood as making the data available on a specific date to the community of researchers.<br>• If that date cannot be determined, use the date of registration.<br>• If there is no standard publication year value, use the date that would be preferred from a citation perspective.<br>• If an embargo period has been in effect, use the date when the embargo period ends.<br>• In the case of resources such as software or dynamic data where there may be multiple releases in one year, include the Date/dateType/dateInformation property and sub-properties to provide more information about the publication or release date details.<br><br>*In the case of a digitised version of a physical object*<br>• If the DOI is being used to identify a digitalised version of an original item, the recommended approach is to supply the *Publication Year* for the digital version and not the original object.<br>• You can use the other metadata fields e.g., *Subject* or *description* to describe the date of the original object as well as other information's about the object. |
| **Subjects** | Subject | Subject, keyword, classification code, or key phrase describing the resource.<br><br>Ideally each keyword should be included as a separate subject (+ add subject). | Keywords can be found within subject specific ontologies, as noted in the standards section of FAIRsharing's homepage. If you don't use a standard, you can define keywords yourself.<br><br>These could alternatively be the subject codes used by journals to specify subject content. For example, JEL codes for economics publications. |

| | | | |
|---|---|---|---|
| | Subject schema | The name of the subject scheme, classification code or authority if one is used. | For example:<br>Dewey Decimal Classification (DDC)<br>Universal Decimal Classification (UDC)<br>Library of Congress Classification (LCC)<br>Computing Classification System (CCS)<br>Mathematics Subject Classification (MSC)<br>Physics and Astronomy Classification Scheme (PACS)<br>Journal of Economic Literature Classification System (JEL) |
| | SchemeURI | The URI (Uniform Resource Identifier) of the subject identifier scheme | Example URI:<br>https://id.loc.gov/authorities/subjects.html |
| | valueURI | The URI (Uniform Resource Identifier) of the subject term | Example URI:<br>https://id.loc.gov/authorities/subjects/sh85118622.html |
| **Contributors** | Contributor type | Select from the dropdown list. This applies to the institution or person responsible for collecting, managing, distributing, or otherwise contributing to the development of the resource. To supply multiple contributors, repeat this property by clicking on the (+ add contributor) button.<br><br>For software, if there is an alternate entity that | Chose the relevant type from the list |

| | | | |
|---|---|---|---|
| | | "holds, archives, publishes, prints, distributes, releases, issues, or produces the code, use the "hosting Institution" under the field “Contributor Type” for the code repository. | |
| | Name(s) | Refer to “Creator” names and name classifications for more information. | For further information on how to write information about the contributors, see appendix 2 information for “Creators” and the subfields related to that entry. |
| **Dates** | Dates | Different dates relevant to the work. (See the dropdown box in Date Type for options) | Dates that are important for the data. It could for example be the date where you conducted an interview, received some specific data, the day you received funding and so on. |
| **Language** | Language | The primary language of the resource. | Write the language the uploaded data are in. |
| **Alternative identifiers** | Alternative identifier | An identifier other than the primary identifier applied to the resource being registered.<br><br>The alternate identifier should be an additional identifier for the same instance of the resource (i.e., same location, same file). | Free text field.<br><br>Example: E-GEOD-34814 |

| | | | |
|---|---|---|---|
| | | This may be any alphanumeric string which is unique within its domain of issue. May be used for local identifiers. | |
| **Related identifiers** | Related identifier | Identifiers of related resources. These must be globally unique identifiers. | Free text<br>If you have other unique identifiers than a DOI. Write the identifier number.<br><br>In the fields below “Related identifier type” you chose the relevant identifiers from the list. |
| **Sizes** | Sizes | Size (e.g., bytes, pages, inches, etc.) or duration (extent), e.g., hours, minutes, days, etc., of a resource.<br><br>This field can be used to provide additional context per dataset or per file, or data type. | Free text<br>Examples: "15 pages", "6 MB", “45 minutes”<br>For multiple files, these can each be described in this field.<br><br>For example:<br>“Print document (.pdf), 2.3MB. Video data (.mp4), 8 hours, 1.4GB. Tabular data (.csv), 25MB. STATA do file (.do), 32KB. Vector map data (.SHP), 2.2GB. R script (.R), 10KB. Etc.” |
| **Formats** | Formats | Technical format of the resource. If multiple files are uploaded, it is possible to input a list of file formats. | Free text<br>Write the type or format the files you are uploading. For example PDF, XML, MPG or application/pdf, text/xml, video/mpeg. |
| **Version** | | The version number of the resource. | Write the version number of the upload.<br><br>If a major version change has been made, it is recommended to make a new dataset upload. |

| | | | |
|---|---|---|---|
| **Rights list** | Rights | A license is a statement that describe the usage rights regarding the uploaded data. | Write the license that you are applying the data.<br><br>AAU recommends using Creative Commons. Creative Commons offer several alternatives with a variety of levels of restriction.<br><br>For more information visit: https://creativecommons.org/licenses/?lang=en or have a look at Appendix 3.<br><br>Be aware that Creative Commons is not recommended for licensing software and code. Alternative license types can be considered here: https://en.wikipedia.org/wiki/Comparison_of_free_and_open-source_software_licenses<br><br>If the data should not be shared or is a closed dataset, write "N/A".<br><br>If you want to upload some of your files under different licenses, please do so in separate dataset uploads. |
| | Rights URI | The URI (Uniform Resource Identifier) of the license | Example CC-BY 4.0: https://creativecommons.org/licenses/by/4.0/ |
| | Rights Identifier | A short, standardized version of the license name | Example: CC-BY-4.0<br><br>For more information visit: https://creativecommons.org/licenses/?lang=en |
| | Rights Identifier Scheme | The name of the scheme | Example: Creative Commons |
| | Scheme URI | The URI (Uniform Resource Identifier) of the Rights Identifier Scheme. | Example CC-BY 4.0: https://creativecommons.org/licenses/by/4.0/ |
| **Descriptions** | Descriptions | All additional information that does not fit in any of the other categories. May be used for technical | Write relevant descriptions and chose the type of description under "description type".<br><br>Notes:<br>Abstract: A brief description of the resource and the context in which the resource was created |

| | | | |
|---|---|---|---|
| | | information. | Methods: The methodology employed for the study or research<br><br>SeriesInformation: Information about a repeating series, such as volume, issue, number.<br><br>TableOfContents: A listing of the Table of Contents.<br><br>TechnicalInfo: Detailed information that may be associated with design, implementation, operation, use, and/or maintenance of a process or system.<br><br>Other: Other description information that does not fit into an existing category. |
| **Geolocations** | **Geo Location place** | | |
| | **Geo Location place** | Spatial region or named place where the data was gathered or about which the data is focused. For multiple locations, use the (+ add geolocation) button. | Repeat this property to indicate several different locations. |
| | **Geolocation Point** | | |
| | **Geolocation Point** | A point location in space. | A point contains a single longitude-latitude pair. |
| | Point Longitude | Longitudinal dimension of point | If geolocation Point is used, point Longitude is mandatory. Longitude of the geographic point expressed in decimal degrees (positive east). Example: -67.302 Domain: -180 <= point Longitude <= 180 |
| | Point Latitude | Latitudinal dimension of point | If geo location Point is used, point Latitude is mandatory. Latitude of the geographic point expressed in decimal degrees (positive north) Example: 31.233 Domain: -90<= point Latitude <= 90 |
| | **Geo Location Box** | | |
| | **Geo Location Box** | The spatial limits of a box | A box is defined by two geographic points. Left low corner and right upper corner. Each point is defined by its longitude and latitude. |
| | West Bound Longitude | Western longitudinal | f geolocationBox is used west Bound Longitude is mandatory. Longitude of the geographic point expressed in decimal |

| | | | |
|---|---|---|---|
| | | dimension of box | degrees (positive east). Domain: -180.00 ≤ west Bound Longitude ≤ 180.00 |
| | East Bound Longitude | Eastern longitudinal dimension of box | If geolocationBox is used east Bound Longitude is mandatory. Longitude of the geographic point expressed in decimal degrees (positive east) Domain: -180.00 ≤ east Bound Longitude ≤ 180.00 |
| | South Bound Latitude | Southern latitudinal dimension of box | If geolocationBox is used south Bound Latitude is mandatory. Latitude of the geographic point expressed in decimal degrees (positive north). Domain: -90.00 ≤ south Bounding Latitude ≤ 90.00 |
| | North Bound Latitude | Northern latitudinal dimension of box | If geolocationBox is used north Bound Latitude is mandatory. Latitude of the geographic point expressed in decimal degrees (positive north). Domain: -90.00 ≤ north Bounding Latitude ≤ 90.00 |
| | **Geo Location Polygon** | | |
| | **Geo Location Polygon** | A drawn polygon area, defined by a set of points and lines connecting the points in a closed chain | A polygon is delimited by geographic points. Each point is defined by a longitudelatitude pair. The last point should be the same as the first point |
| | Polygon Point | A point location in a polygon | If geoLocationPolygon is used, polygon Point must be used as well. There must be at least 4 non-aligned points to make a closed curve, with the last point described the same as the first point |
| | Point Longitude | Longitudinal dimension of point | If polygon Point is used point Longitude is mandatory. Longitude of the geographic point expressed in decimal degrees (positive east). Domain: -180 <= point Longitude <= 180 |
| | Point Latitude | Latitudinal dimension of point | If polygon Point is used point Latitude is mandatory. Latitude of the geographic point expressed in decimal degrees (positive north). Domain: -90<= point Latitude <= 90 |
| | **In Polygon Point** | | |
| | **In Polygon Point** | For any bound area that is larger than half the earth, | In Polygon Point is only necessary to indicate the "inside" of the polygon if the polygon is larger than half the earth. Otherwise, the smallest of the two areas bounded by the polygon will be used. |

| | | | |
|---|---|---|---|
| | | define a (random) point inside | |
| | Point Longitude | Longitudinal dimension of point | If inPolygonPoint is used point Longitude is mandatory. Longitude of the geographic point expressed in decimal degrees (positive east). |
| | Point Latitude | Latitudinal dimension of point | If in Polygon Point is used, point Latitude is mandatory. Latitude of the geographic point expressed in decimal degrees (positive north) |
| **Funding references** | Funder Name | The name of the funding provider. | Write the name of the funding provider. |
| | Funder Identifier | Uniquely identifies a funding entity, according to various types | Write the ROR-number or another unique identifier. For example, Aalborg University identifiers: GRID: grid.5117.2, ISNI: https://isni.org/page/search-database/, Crossref Funder ID: https://www.crossref.org/documentation/funder-registry/accessing-the-funder-registry/, Wikidata: https://www.wikidata.org/wiki/Q19822542. |
| | Funder Identifier type | Specify the type of the funder identifier. | Example:<br>• Crossref Funder ID<br>• GRID<br>• ISNI<br>• ROR<br>• Other |
| | Scheme URI | The URI (Uniform Resource Identifier) of the name identifier scheme. | Depending on what identifier you have chosen in the above field, write the Scheme URI that matches the chosen identifier. Examples: https://isni.org/, https://orcid.org, https://ror.org/ https://www.grid.ac/. |
| | Award number | The code assigned by the funder to a sponsored award (grant) | Example: GBMF3859.01 |
| | Award URI | The URI (Uniform Resource Identifier) | Copy paste the URI in where you can find more information about your grant that has financed the data you are uploading. |

| | | | |
|---|---|---|---|
| | | leading to a page provided by the funder for more information about the award (grant). | Example: www.moore.org/grant-detail?grantId=GBMF3859.01 Note: In case the award or grant has an ID or DOI, the full URL of the grant DOI can be included here, e.g. https://doi.org/10.35802/221 400. |
| | Award Title | The title or name of the award (grant). | Free text<br><br>Example: Socioenvironmental Monitoring of the Amazon Basin and Xingu |

# APPENDIX 3 CREATIVE COMMONS LICENSES

With a Creative Commons license you can share your work under a range of different licenses with different terms. Creative Commons licenses provide a simple, standardized way to grant copyright permissions for creative and academic works; while ensuring proper attribution; and allowing others to copy, distribute, and make use of those works.

When choosing an appropriate Creative Commons license, it is important to think about how you want your data to be used, as different licenses provide different permissions. If you do not have any special requirements, Aalborg University recommends using CC BY 4.0.

Creative Commons licenses cover the area between full copyright “all rights reserved” and public domain dedication, a total disclaimer of rights to the data. With a Creative Commons license you retain the right to your data, but you invite users to e.g. Reuse and copy your work according to simple rules (some rights reserved)

There are six Creative Commons licenses. Each of the licenses specify simple terms for how the data must be used, reused, shared and attributed. Read more about Creative Commons licenses at: www.creativecommons.org

The Creative Commons licenses define the legal use of the data. But even though you apply the CCO (zero) license om your data, the users such as scholarly researchers are still expected to cite the data they use, giving credit to the data’s authors, following ethical and professional norms in scholarly communications.

You need to be aware of the following:

1. The license giver can’t revoke the rights if the license taker follows the license terms.
2. A license does not necessary give all the permissions necessary for the intended use. E.g. Other rights such as publicity, privacy, or ethical rights that may limit the use of the data.