



## RDM and using CORD



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## RDM responsibilities in a nutshell.

### **At start:**

create a data management plan.

### **At end:**

preserve data in a repository.

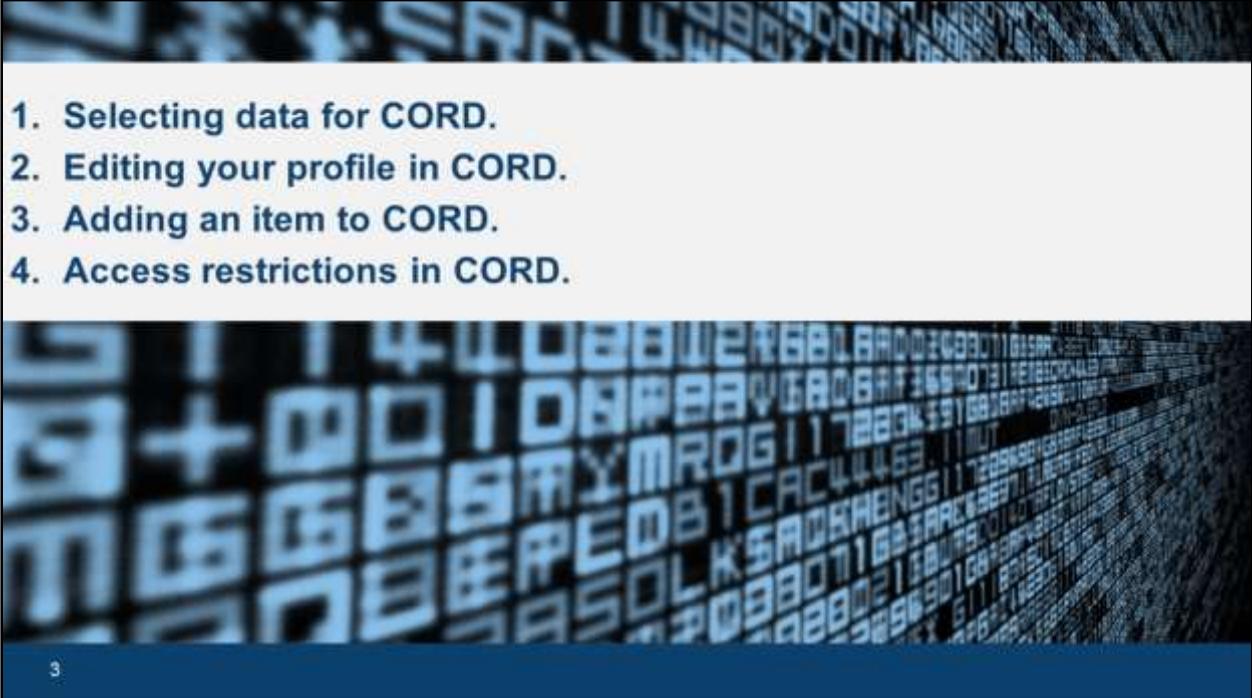
### **When publishing:**

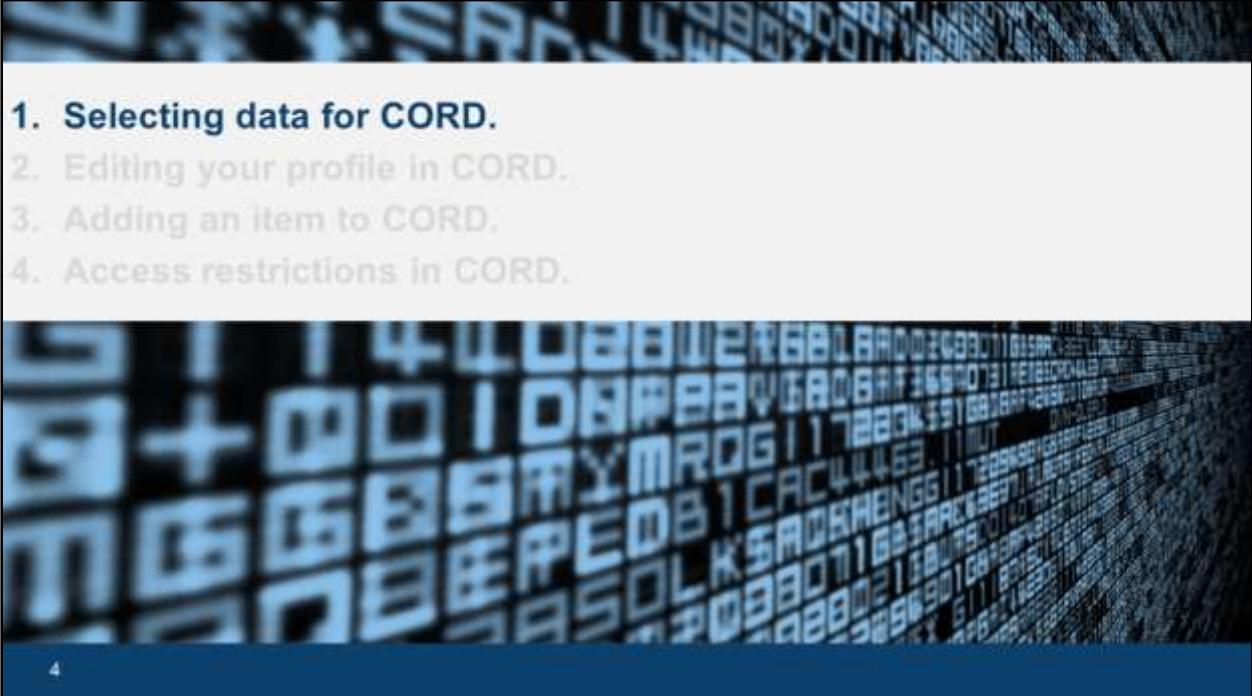
add a data access statement.



All best practice and covered by university/funder/publisher/journal data policies.  
Variation on the details eg timeframe for preservation.

I will cover data access statements later so that process is really clear.

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1. **Selecting data for CORD.**
  2. **Editing your profile in CORD.**
  3. **Adding an item to CORD.**
  4. **Access restrictions in CORD.**

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## Selecting data for CORD.



### You must store:

data that directly underpins your findings and is needed to validate your results.

### You should store:

data that is valuable for preservation and reuse.

This is mandated for all RCUK-funded projects, all EC-funded projects, all projects funded by any other body (eg Gates Foundation) that expects open data. This is recommended in all other cases, and covered by CU OA and RDM policies. Might be numerical, textual, audio-visual, code or software, CAD, 3D or computational models... CORD can also be used for other research outputs (e.g. white papers, poster presentations).



## Selecting data for CORD (examples).

### Source data – modelling – outputs:

- RD = source data + model.

### Videos where stills are analysed:

- RD = stills for compliance reasons.
- RD = videos for reuse and preservation reasons.

### Audio interviews + transcripts + coded responses:

- RD = transcripts and coded responses?

1 because you need both to validate the findings and build on them.

Ex3: varies. If transcript is 'where did you grow up' – 'terraced house, sheltered housing, detached manor', coded responses are sufficient. If transcript is 'how do you feel about X' and coded responses are 'positive, negative, fearful', I would say the transcripts are needed as the evidence to your coding as well as your full analysis. Maybe only transcript needed (anonymised?). Keep audio if, for example, different language and translation may be influential.

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## The small print.

Read the [terms](#) and note:

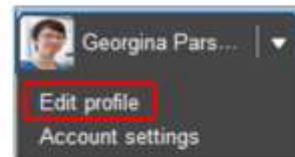


- **Rules and conduct**  
don't post data that infringes a trade secret, copyright, or contract, or that you know is false.
- **User submissions**  
use the content responsibly (according to its licence).



## Editing your profile in CORD.

1. Go to the live site: <https://cranfield.figshare.com>  
(Intranet > Applications > CORD).
2. At the top right, "Log in", usual network login  
(If a non-Cranfield box, click 'institutional login').
3. From the top right, "Edit profile":
  - Connect ORCID;
  - Add job title;
  - Add location "Cranfield University, UK";
  - Other optional fields as preferred.



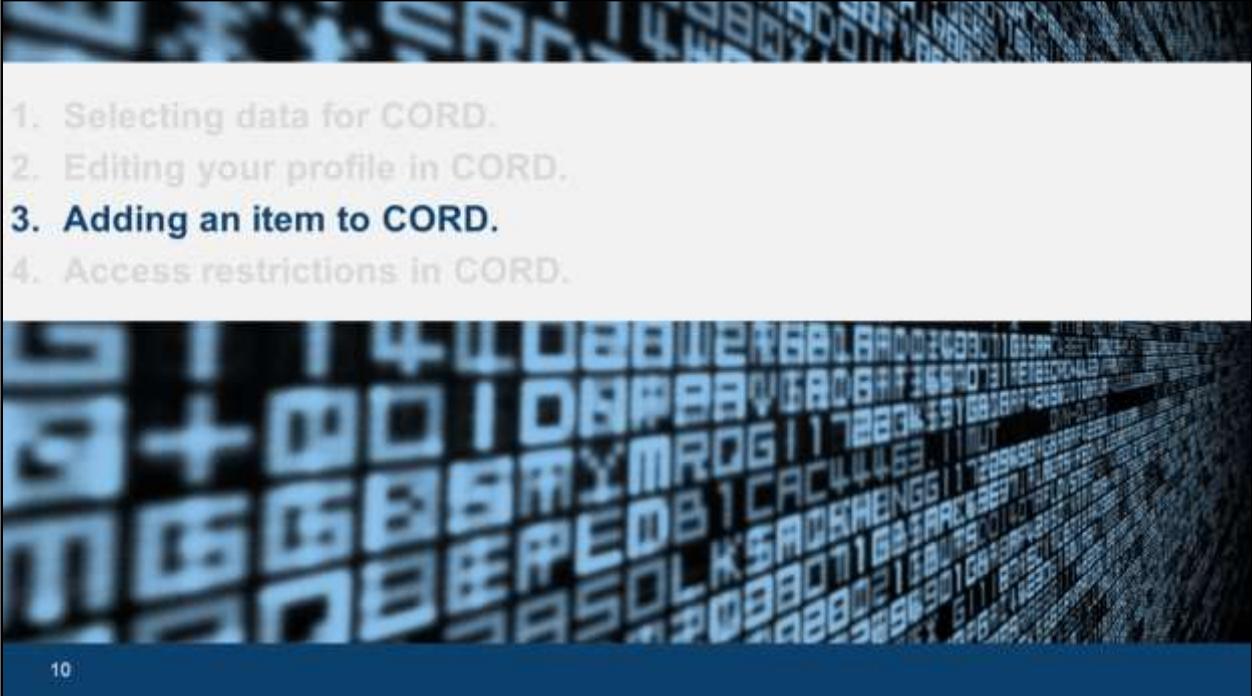
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Job/location important to distinguish between users with same name (show Emma Turner if helpful)

If you're off-campus you might see a pop-up login, choose "institutional".

ORCID: To link CORD and your ORCID: Add your ORCID to your profile in CORD (log in > edit profile in the top right dropdown by your name). Log in to ORCID, scroll to the **Works** section, click **+Add works**, select **Search & link**, select **DataCite**. At this point, we recommend using 'Search and link' to see a list of your CORD items and choose which ones appear in your ORCID.

If you leave CU, can set up a personal account, and figshare can merge your profiles so all your items display against you. We want CU items in the CU profile because it all appears in CORD which we advertise from the website.

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## Adding an item to CORD.

1. Go to the test site *[and log in - redacted]*
2. Go to “My Data” at the top.
3.  or drag and drop a file to the page.
4. Fill in the form then:
  - ‘save changes’ to leave as draft, or
  - ‘publish’ to make the item public.

[demo]

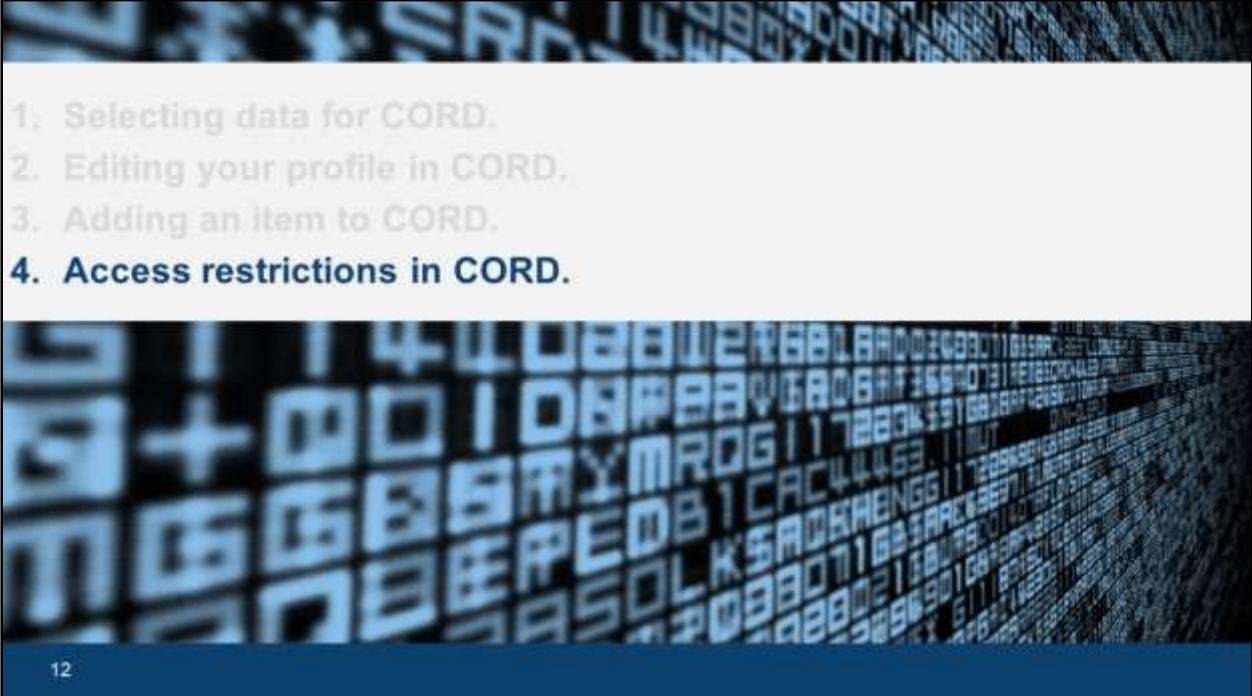
Test site: pop-up might say “Windows Security”

Item View example

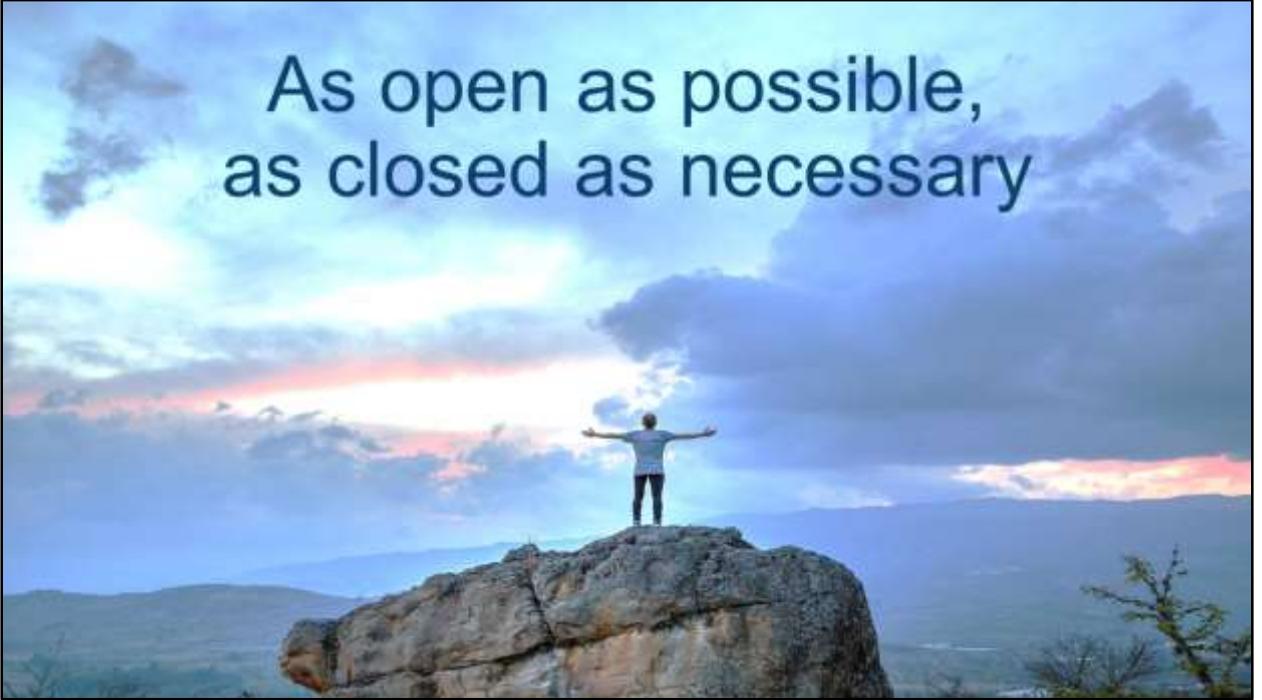
[https://figsh.com/articles/Scholarly\\_Context\\_Not\\_Found\\_One\\_in\\_Five\\_Articles\\_Suffers\\_from\\_Reference\\_Rot/2853675](https://figsh.com/articles/Scholarly_Context_Not_Found_One_in_Five_Articles_Suffers_from_Reference_Rot/2853675)

You can edit an item and it will be versioned.

If you delete an item, it can be restored for 30 days.

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As open as possible,  
as closed as necessary



Default position: open. Then consider commercial, legal, ethical barriers to justify any restrictions.



## Access restrictions in CORD.

-  **Apply embargo:** on file only, often for commercialisation.
-  **Make file confidential:** for sensitive data or rolling embargos.
-  **Generate private link:** for sharing pre-publication, can revoke access.
- DOI** **Reserve DOI:** to get the DOI for your data access statement whilst waiting to publish.

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Example embargo reason: “Industry data protected by project collaboration agreement”

Example confidential reason: “Pending commercialisation of results; data will be reviewed in August 2018 for potential release. For enquiries over access, please contact [researchdata@cranfield.ac.uk](mailto:researchdata@cranfield.ac.uk).” or “Data contains sensitive information; to request access, email [researchdata@cranfield.ac.uk](mailto:researchdata@cranfield.ac.uk).” (explain conditions in the record for RCUK).



## **NB: Process when publishing.**

**Video (2min43) demos the process, but the steps are:**

1. Get article accepted for publication.
2. Create record in CORD with correct title, authors, file(s).
3. Reserve DOI in CORD and 'save draft' (don't publish).
4. Use the DOI in your data access statement.
5. Add further metadata in CORD as and when (including link to article).
6. When article is published, return to CORD and publish the item.



## Data access statements.

“The underlying data can be accessed through the Cranfield University data repository at <https://doi.org/10.17862/cranfield.rd.3184372.v1>”

“The data used in this article is described at [link]; it is subject to an embargo, and will be available from March 2019.”

“Due to [ethical/political/commercial] concerns, supporting data cannot be made openly available.”

[See more examples on the intranet](#)



## Further help and information

**RDM intranet site:** <http://bit.ly/RDM-home>  
(Research, Learning & Teaching > Research Data Management)

**Personal support:** [researchdata@cranfield.ac.uk](mailto:researchdata@cranfield.ac.uk)  
(Georgina Parsons, 01234 754548 (x4548), [g.l.parsons@cranfield.ac.uk](mailto:g.l.parsons@cranfield.ac.uk))

**Cranfield training:**

- Workshops/webinars: <https://webapps3.cranfield.ac.uk/DATES/Application/>
- Full RDM module on VLE: <https://moodle.cranfield.ac.uk/RDM>

F2f and webinar.

Training: Introduction to RDM/How to write a data management plan/RDM for supervisors.