

Data Deposit Guide for Iowa Research Online (IRO)

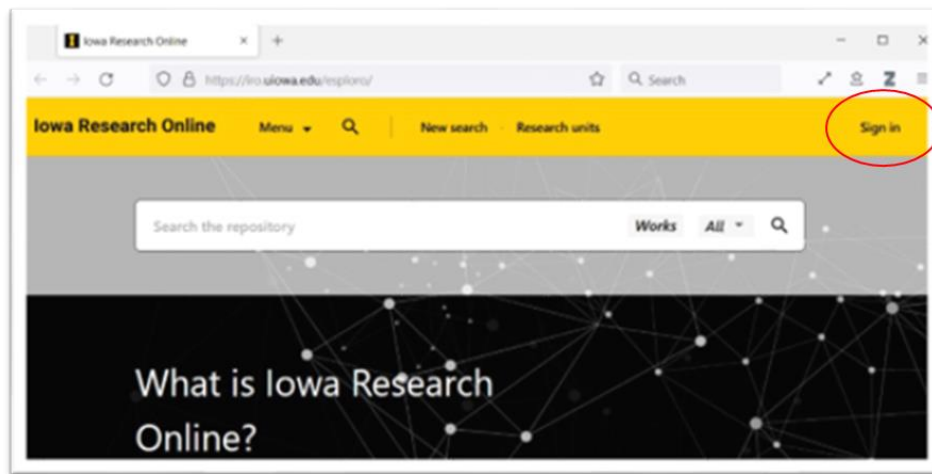
Before depositing your data into IRO, you must be designated faculty or research staff at the University of Iowa. If you don't have access and want to deposit data, please [contact us](#).

It may be useful to have the [IRO Metadata Best Practices page](#) open in another tab or the [PDF of that info](#) printed as you deposit data into IRO. It offers further guidance on some of the steps below.

Depositing your data includes four major stages: uploading your data, describing it, specifying information about it, and acknowledging grant funding for it.

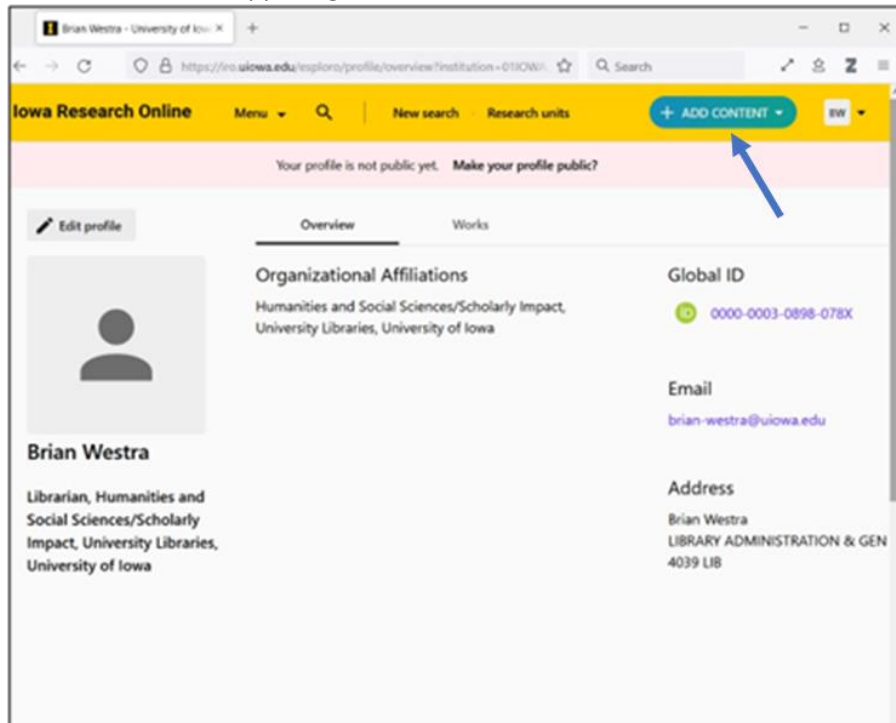
First: Upload your Data

1. Navigate to [Iowa Research Online](#) and **Sign in** (upper right-hand corner).

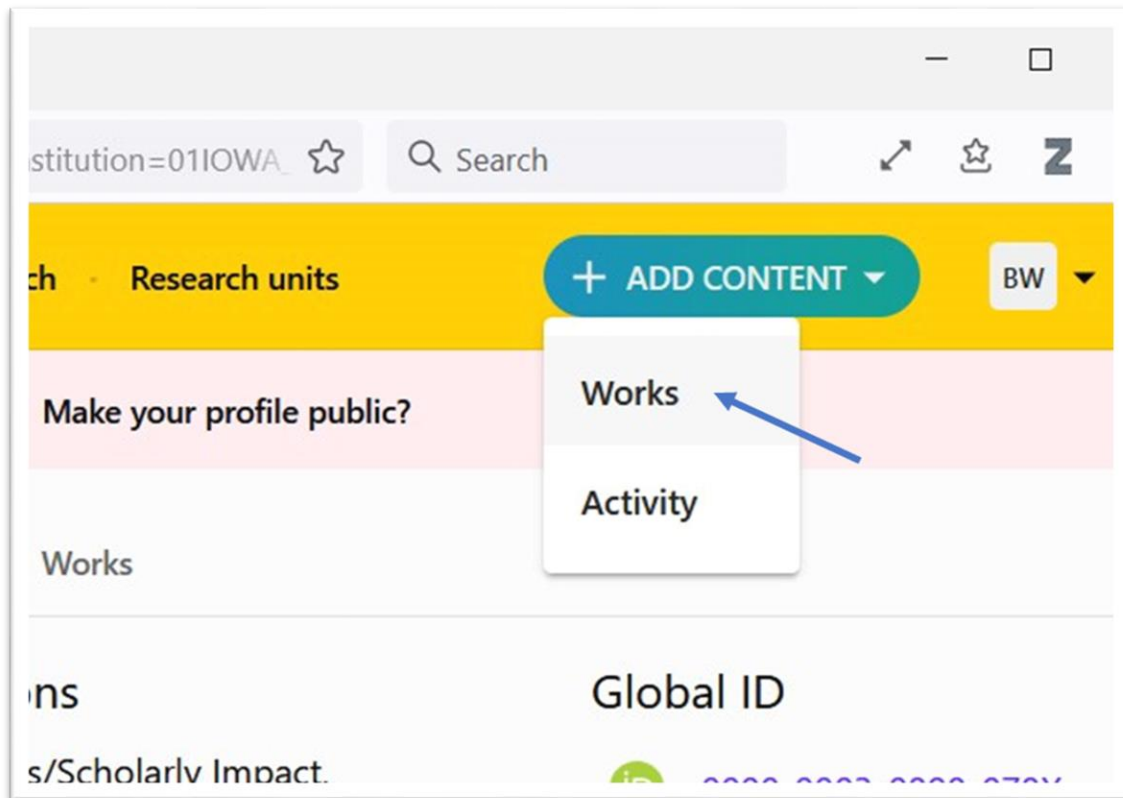


2. Enter your **HawkID login**.

3. Click on “+ADD CONTENT” in the upper right-hand corner.

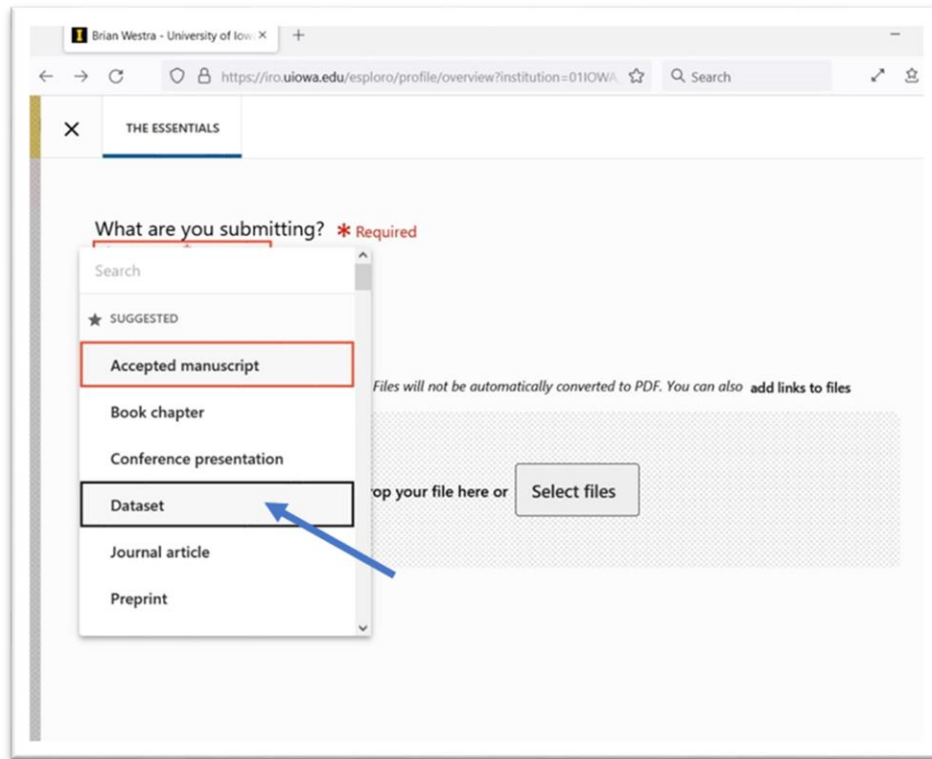


4. Choose “Works” from the drop-down menu.



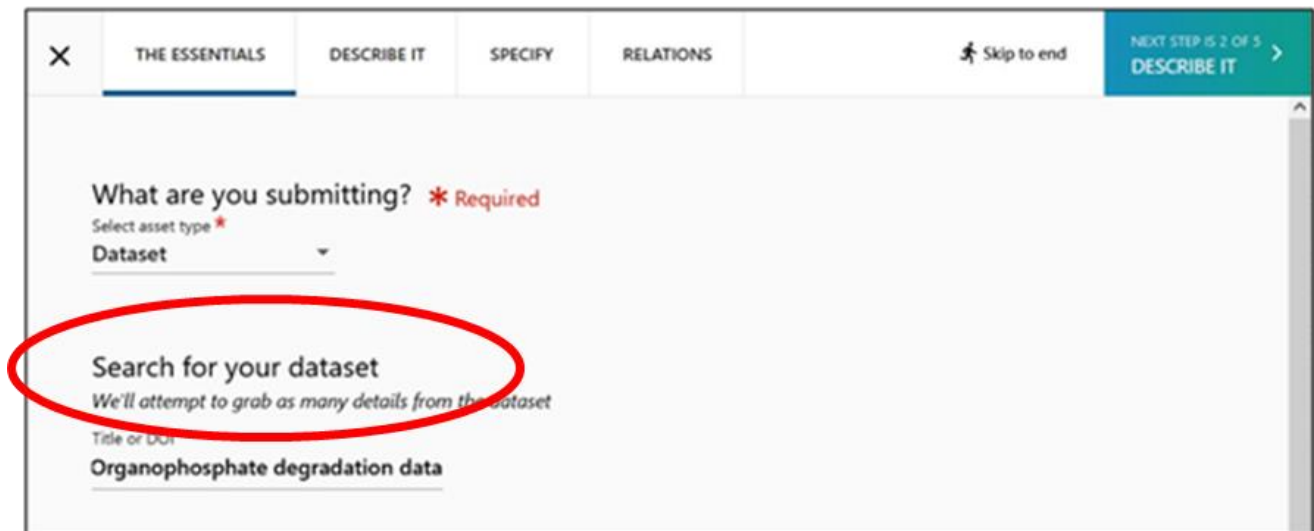
Selecting your Works Type and Title

5. From the “What are you submitting” drop-down menu, choose **Dataset**.



The screenshot shows a web browser window with the URL <https://iro.uiowa.edu/esploro/profile/overview?institution=01IOWA/>. The page is titled "THE ESSENTIALS". Under the heading "What are you submitting? * Required", there is a dropdown menu. The menu is open, showing a search bar and a list of suggested options: "Accepted manuscript", "Book chapter", "Conference presentation", "Dataset", "Journal article", and "Preprint". A blue arrow points to the "Dataset" option. To the right of the dropdown, there is a text area with the placeholder "Drop your file here or" and a "Select files" button. A note above the text area states: "Files will not be automatically converted to PDF. You can also add links to files".

6. Under “Search for your dataset,” type the title of your dataset to check if it’s already in use. *Note: the best titles make clear that the content is a dataset, such as “Organophosphate degradation data” or “Dataset for organophosphate degradation study.”*



The screenshot shows the next step in the IRO submission process, titled "DESCRIBE IT". The "What are you submitting? * Required" dropdown menu is now set to "Dataset". Below this, there is a section titled "Search for your dataset" which is circled in red. Under this section, there is a text input field with the placeholder "We'll attempt to grab as many details from the dataset" and the label "Title or DOI". The text "Organophosphate degradation data" has been entered into this field. At the top right of the form, there is a "Skip to end" link and a "NEXT STEP IS 2 OF 5 DESCRIBE IT" button.

7. If that title is available, you will see the “We found nothing...” notification and you can use it. If that title is found, try an alternative descriptive title for your data.

Search for your dataset
 We'll attempt to grab as many details from the dataset

Title or DOI
Organophosphate degradation data

We found nothing for *Organophosphate degradation data*

Add your files
 Upload files (maximum size - 500MB per file). Files will not be automatically converted to PDF. You can also **add links to files**

Adding Files

8. Click “**Select Files**” to upload your dataset file or use drag and drop. *Note: Ignore the “add links to file” option.*

Add your files
 Upload files (maximum size - 500MB per file). Files will not be automatically converted to PDF. You can also **add links to files**

Drop your file here or **Select files**

9. For this example, we will choose “select files” and upload our dataset as a CSV file.

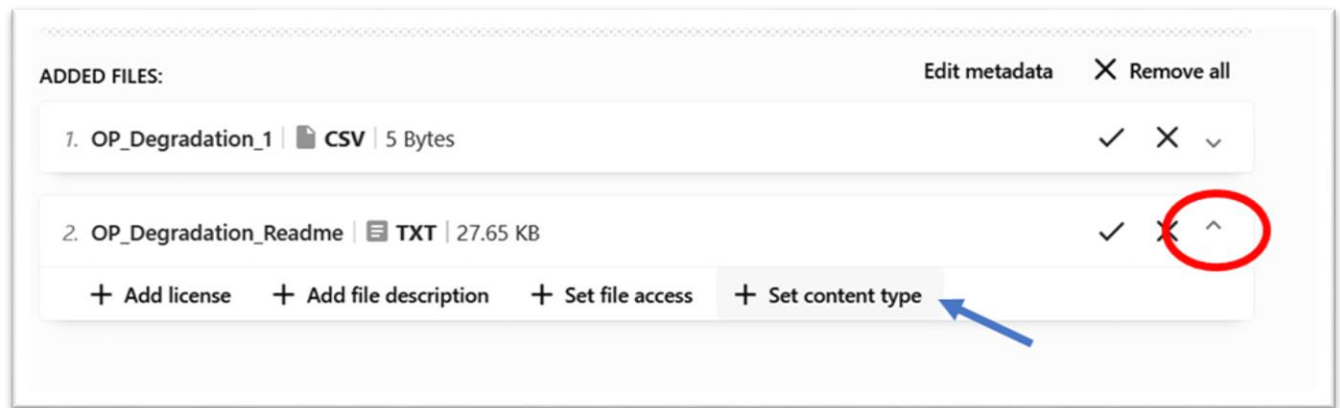
Add your files
 Upload files (maximum size - 500MB per file). Files will not be automatically converted to PDF. You can also **add links to files**

Drop your file here or **Select files**

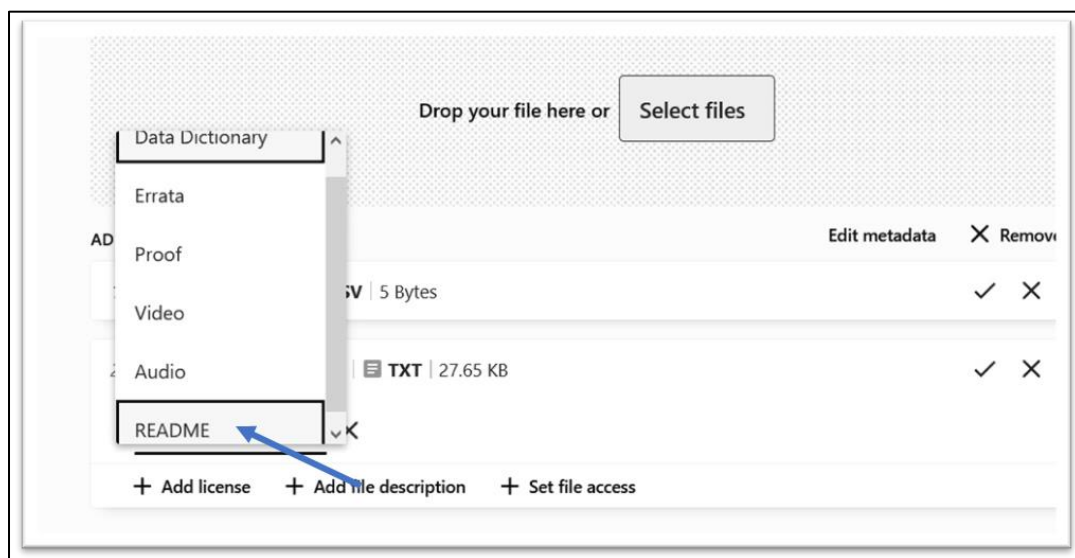
ADDED FILES: Edit metadata X Remove all

1. OP_Degradation_1 CSV 5 Bytes ✓ X v

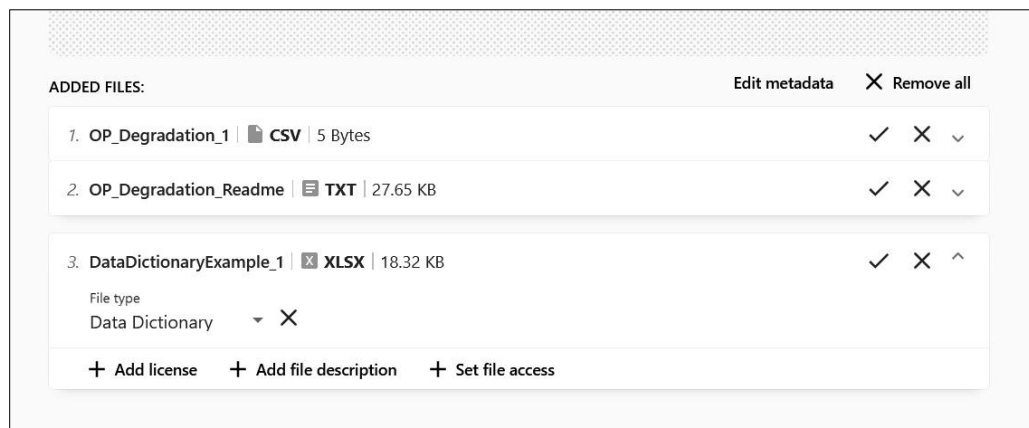
10. In addition to the CSV document with the data, we have added a TXT file for our README. To set the content type for this file, click on the **file name**, choose the **drop down arrow to the right of the upload**, and choose “+ Set Content Type” below the uploaded file.



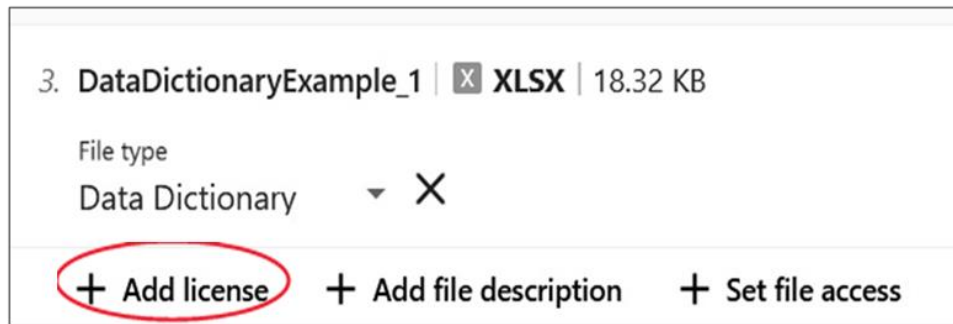
11. Since this TXT file is a README, we have selected that content type from the drop-down menu.



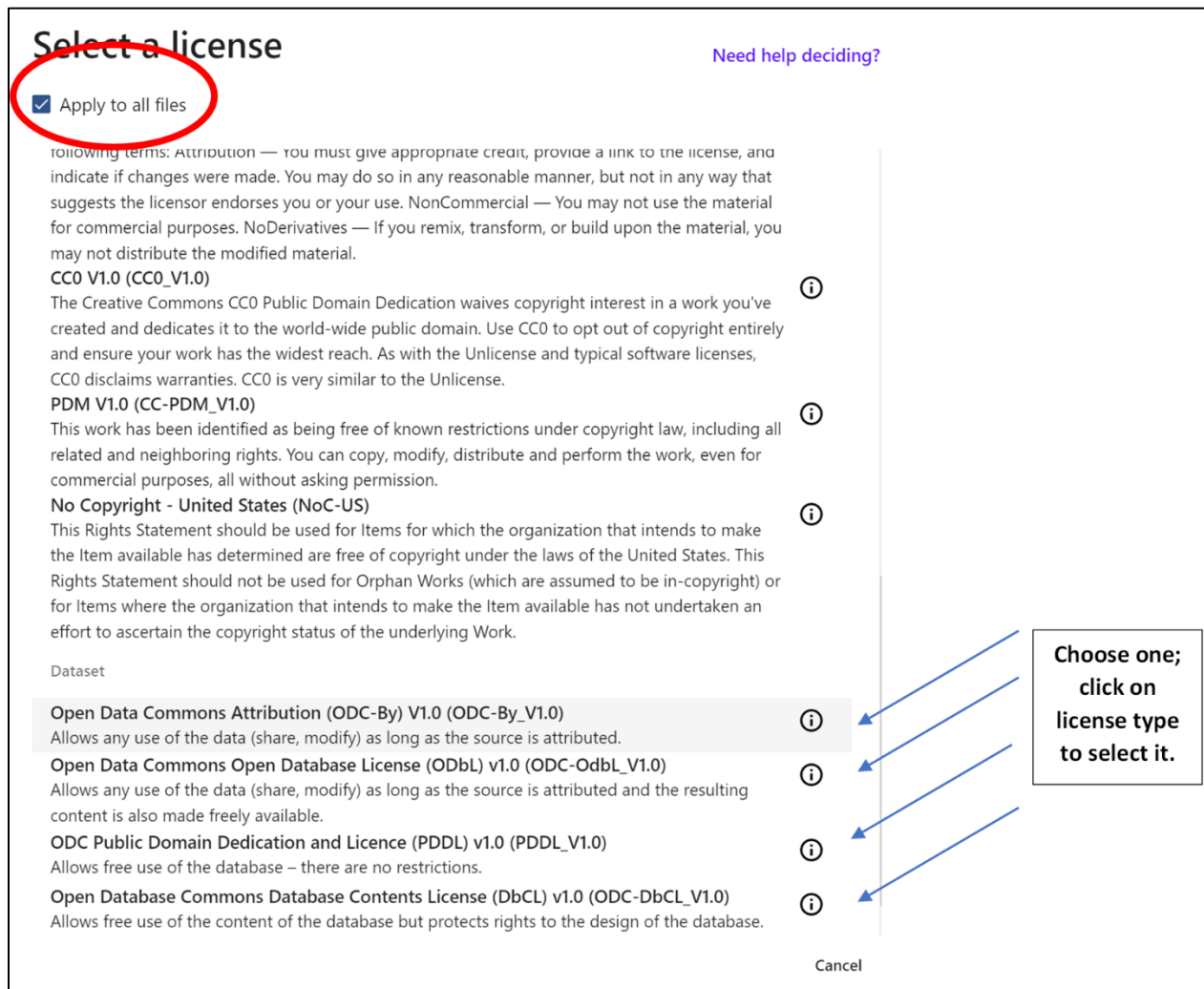
12. Repeat steps 10 & 11 for each file you add, choosing the appropriate content type for each file. For this example, we have chosen “Data Dictionary” as our third file.



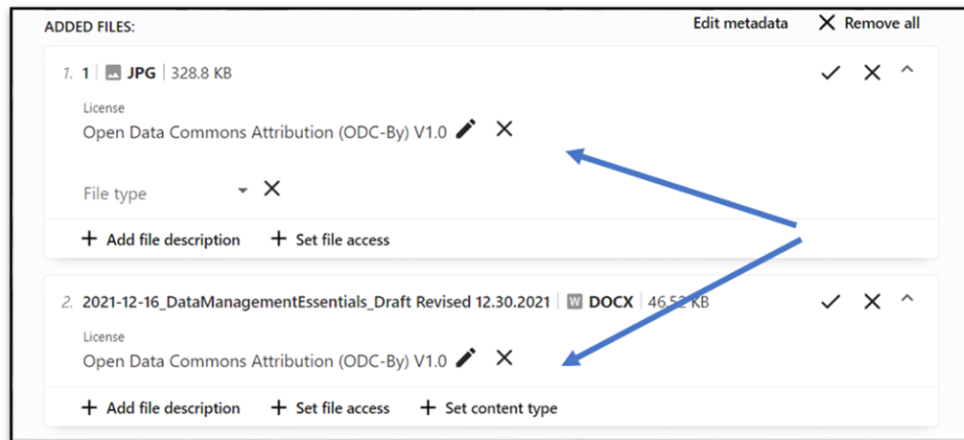
13. If you would like to add a license to your file or dataset, click on the **file name** and then choose “+ add license”.



14. A pop-up window of license options will open; click the license type to select it. *Note: you can choose a separate license for each file individually or apply one license type to all the files by checking the “apply to all files” box. If you need help choosing a license for your dataset, see [this page](#).*

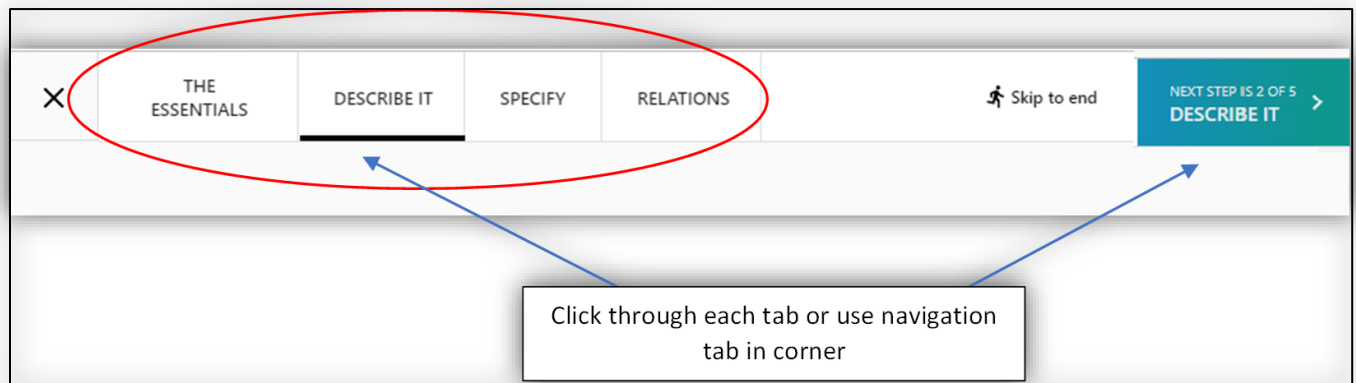


15. In our example, we have selected the Open Data Commons Attribution license and applied it to all uploads.



Second: Describe Your Data

1. In the top navigation menu, you can (a) **click through each tab** or (b) **use the upper right corner navigation** and click the forward arrow ">" to proceed through the steps.



2. The title should auto-populate based on the title you assigned when you uploaded the data.

The screenshot shows the 'DESCRIBE IT' step in the data description process. The top navigation menu is the same as in the previous image, but the 'SPECIFY' tab is now highlighted, and the green button says 'NEXT STEP IS 3 OF 5 SPECIFY >'. Below the navigation menu, there is a form with the following elements:

- A heading 'Enter a title * Required' in red.
- A label 'Asset title *' in red.
- A text input field containing 'Organophosphate degradation data'.
- A red 'X' icon to the right of the input field.

Adding Keywords

3. Enter keywords that describe the dataset; press 'enter' to add it to your list. *Note: Each keyword must be entered individually; the system does not allow for typing multiple words with commas separating each one. If your descriptive phrase is two words, you may separate with a space, and then press 'enter'.*

Research topics

Enter keywords

Organophosphates

Add "Organophosphates"

Related people

Research topics

Enter keywords

Organophosphates X Biological degradation X

What keywords look like when added to your list

Adding Authors and Related People

4. a. Your name should auto-populate since you are logged in. *Note: Ignore the drop down to "select role" for each author.*

Related people

Lookup people by name or Add a new person or

Brian Westra — Select role ▼

Humanities and Social Sciences/Scholarly Impact / ID <https://orcid.org/0000-0003-0898-078X>

Your name should auto-populate

4. b. To add additional people, look them up by name. Begin typing their name into the text entry field (Last Name, First Name). *Please note the following:*
- Make sure you add the correct person.* In the example below, you can see there are two different people in different disciplines with similar names.
 - If you cannot find a name, [email us](#) and we will add them. (Be aware this is especially common with graduate students.) Do not add a new person to the system.* You can continue with the next steps in the submission process even if all people are not yet added.

Related people

Lookup people by name

Martinez, Andres or Add a new person or

Andres Martinez (Andres Jose, Martinez Araneda) - University of Iowa, IIHR--Hydroscience and Engineering

Andrés Martínez-- ResearchTopics: Archaeology

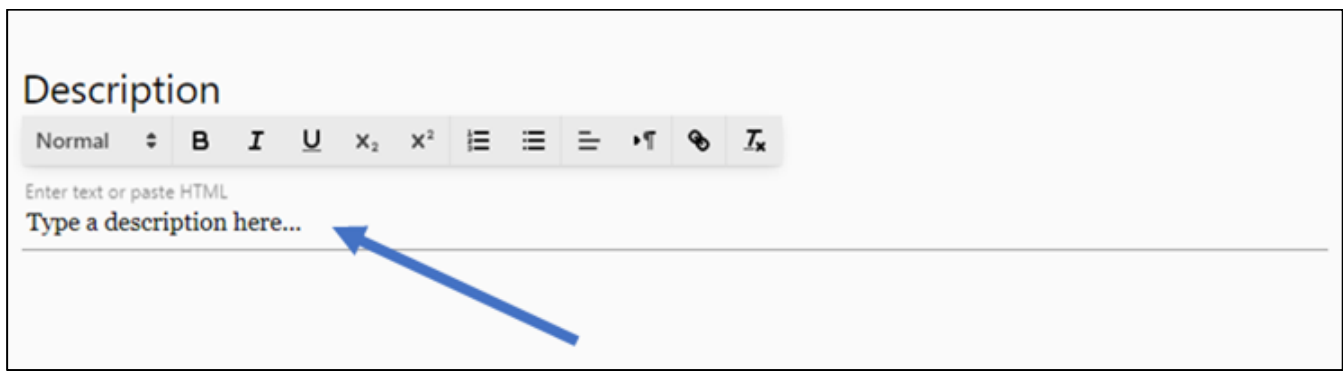
- Once all authors are added, you can organize them in the order chosen for publication using the **up and down arrows** to the right. The author at the top of the group will be listed first.



Brian Westra — Select role ▾
Humanities and Social Sciences/Scholarly Impact /  <https://orcid.org/0000-0003-0898-078X>

Andres Martinez — Select role ▾
IIHR--Hydrosience and Engineering /  <https://orcid.org/0000-0002-0572-1494>

- Offer a brief description of the dataset. This will be the abstract for the dataset. *Note: this description should be specific to the dataset and should be different than the abstract for the article you're publishing.*



Description

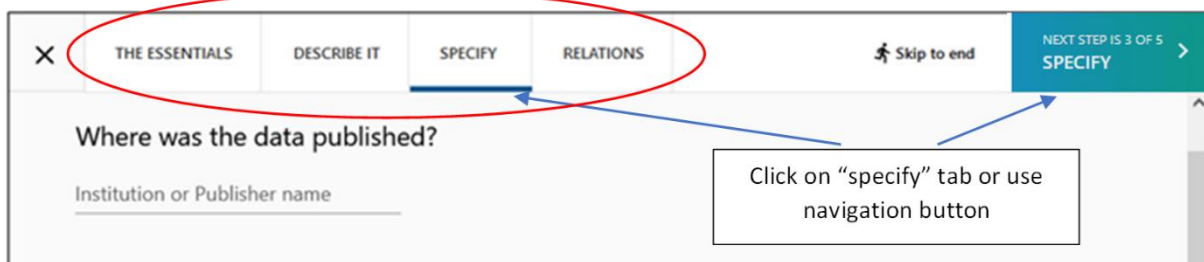
Normal B I U x₂ x² |≡≡≡ |≡≡≡ |≡≡≡ |≡≡≡ |≡≡≡ |≡≡≡

Enter text or paste HTML

Type a description here...

Third: Specify information about your data

- Next move to the **"Specify"** tab or click the navigation button in the corner.



× THE ESSENTIALS DESCRIBE IT SPECIFY RELATIONS

Where was the data published?

Institution or Publisher name

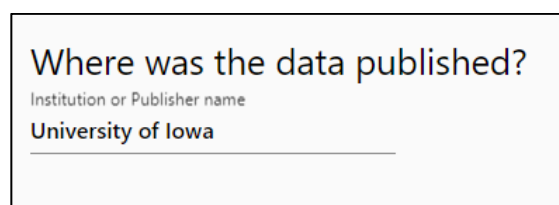
Click on "specify" tab or use navigation button

⚡ Skip to end

NEXT STEP IS 3 OF 5
SPECIFY

Adding Publisher, DOI, Collection Dates, Language

- For "Where was the data published?" use **University of Iowa** (unless the data was already published elsewhere or is a subset of previously published data.)



Where was the data published?

Institution or Publisher name

University of Iowa

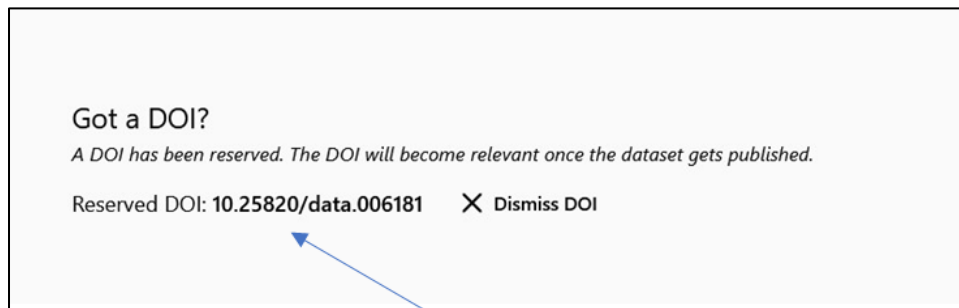
3. Click **reserve a DOI** to include in the citation for the manuscript you're submitting.



Got a DOI?

Enter DOI number Or you can **reserve a DOI**

4. The system will generate a DOI for your data.



Got a DOI?

A DOI has been reserved. The DOI will become relevant once the dataset gets published.

Reserved DOI: 10.25820/data.006181 [X Dismiss DOI](#)

5. Ignore the **"date published"** prompt. *Note: we will enter this into the system when the dataset is published.*

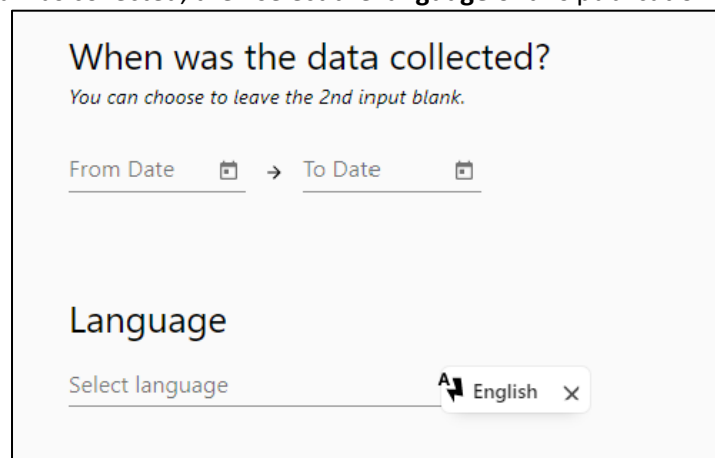


Date published

Date Season

ex. 06/24/2022

6. Enter the **dates** the data was collected, then select the **language** of this publication from the drop-down menu.



When was the data collected?

You can choose to leave the 2nd input blank.

From Date → To Date

Language

Select language English X

Adding Methods, Coverage, Etc.

7. Click “Add additional info, such as methods, coverage etc.”

THE ESSENTIALS DESCRIBE IT SPECIFY RELATIONS

Skip to end

NEXT STEP IS 4 OF 5 RELATIONS

Date published

Season

Date

ex. 07/28/2022

When was the data collected?

You can choose to leave the 2nd input blank.

From Date → To Date

Language

Select language

Add additional info, such as methods, coverage, etc.

8. Now you can add **geospatial**, **methods**, **coverage**, and/or **technical** information, if relevant.

Geospatial Info

☐ Address ☐ Point ☐ Bounding-box

Methods

Enter text or paste HTML

Coverage

Enter text or paste HTML

Technical Information

Enter text or paste HTML

9. **Geolocation** information is only needed when the location where the data was collected is relevant to the data itself (e.g., a sediment sample collected in a specific location).
- If you add **geolocation** information, use WGS 84 (World Geodetic System) coordinates.
 - Use only decimal numbers for coordinates. Longitudes are -180 to 180 (0 is Greenwich, negative numbers are west, positive numbers are east), Latitudes are -90 to 90 (0 is the equator; negative numbers are south, positive numbers north). For example: Latitude: -79.272 Longitude: 37.114

Geospatial Info

☐ Address
 ☒ Point
 ☐ Bounding-box

Latitude ★

This field is **required**

Longitude ★

This field is **required**

10. If you add **methods** information, focus on the methods that are relevant to the data. This should describe the methodology employed for the study or research. This information can be entered as text, or you can paste HTML.

Methods

11. Ignore the coverage information.

Coverage

12. If you add **technical** information, include information about the design, implementation, operation, use, and/or maintenance of a system or process.

Technical Information

Fourth: Acknowledge Grant Funding Related to your Research Data

1. Navigate to the **Relations** tab either by clicking directly on the tab or using forward navigation in the upper right-hand corner.



2. Search for the grant either by **name or ID**. If entering information about an NIH grant, see step #3 below.

Related grants

Lookup grants by name or ID

117 | or Add a new grant

Understanding persistent pain and innovating, testing and implementing new solutions. (1178444)
National Health and Medical Research Council (Australia, Canberra) - NHMRC

3. For **NIH grants**, search by the grant number – specifically the activity code, institute/center, and serial number. The grant number typically begins with a letter and is followed by a series of numbers, omitting application type, support year, etc. [This image](#) from NIH has an illustration of what numbers are relevant.

Related grants

Lookup grants by name or ID

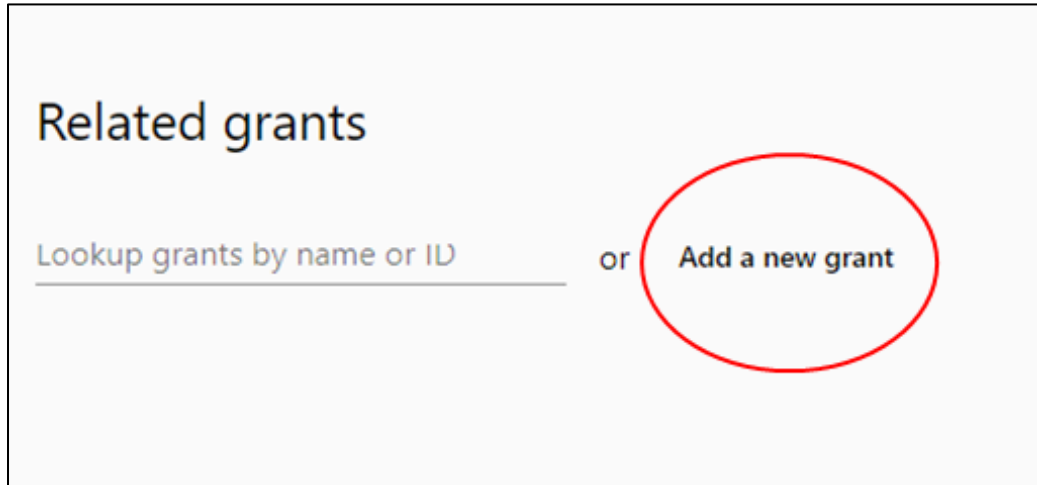
p42e | or Add a new grant

SUGGESTIONS

Airborne PCBs: Sources, Exposures, Toxicities, Remediation (P42ES013661)
National Institutes of Health (United States, Bethesda) - NIH , National Institute of Environmental Health Sciences (United States, Durham) - NIEHS

Superfund Research Program at Boston University (P42ES007381)
National Institutes of Health (United States, Bethesda) - NIH , National Institute of Environmental Health Sciences (United States, Durham) - NIEHS

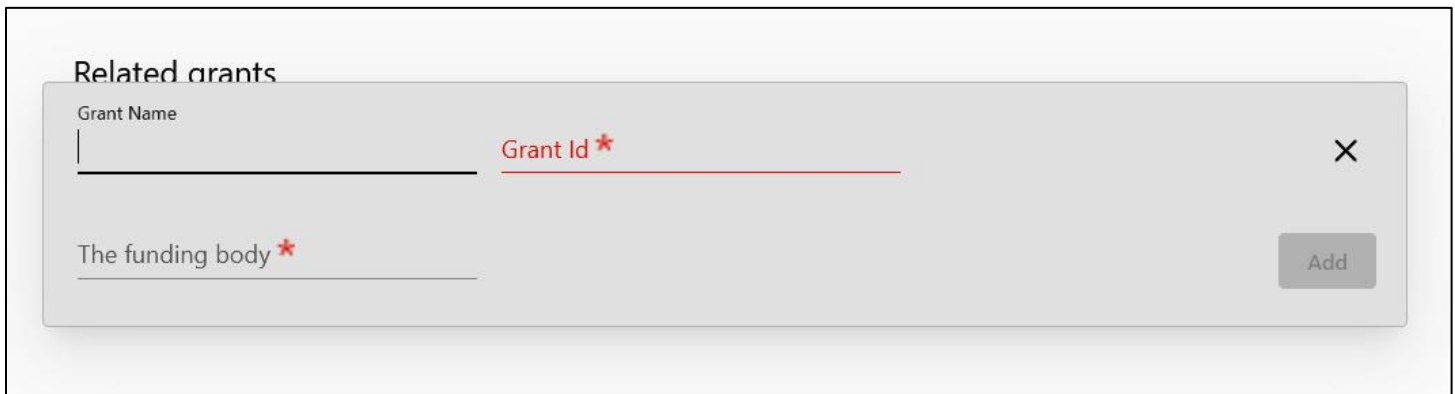
4. If your grant isn't in the system already, choose "**Add a New Grant.**"



Related grants

Lookup grants by name or ID or **Add a new grant**

5. Enter the **grant name, ID,** and **funding body** for your grant (these items are required before you can move forward in the navigation.)



Related grants

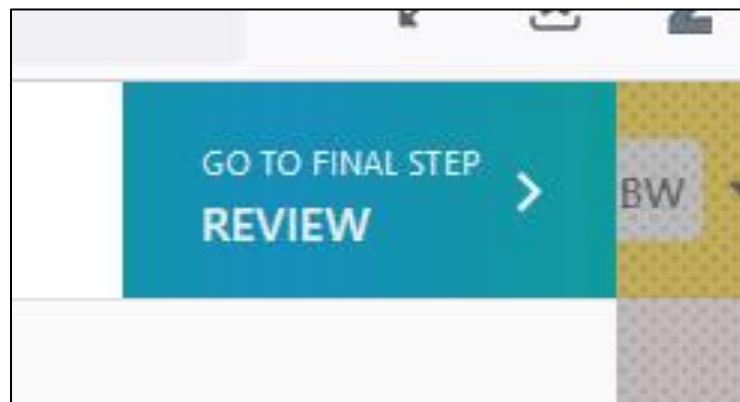
Grant Name

Grant Id *

The funding body *

Add

6. Navigate to the **Review** tab using the upper-right hand navigation.



7. Review the Asset Summary for accuracy. Read the Terms and Conditions policy and **check the box** indicating that you agree. This will toggle the submit button to be functional, then hit **“Submit.”**

×
< go back
SUBMIT >

The asset can't be submitted yet. Please see warnings below and revise the form accordingly

☐ By checking this box, you are indicating that you have read the [Terms and conditions](#) policy and agree to its terms.

+ Add message to admin for this asset

+ Add copyright information

Asset summary

ASSET TYPE	Dataset
TITLE	Organophosphate degradation data
AUTHORS	Brian Westra , Andres Martinez
FILES	1. OP_Degradation_1.csv 2. OP_Degradation_Readme.txt 3. DataDictionaryExample_1.xlsx
RESEARCH TOPICS	Organophosphates , Biological degradation

8. Your documents and descriptions will now be reviewed by Ulowa Libraries.