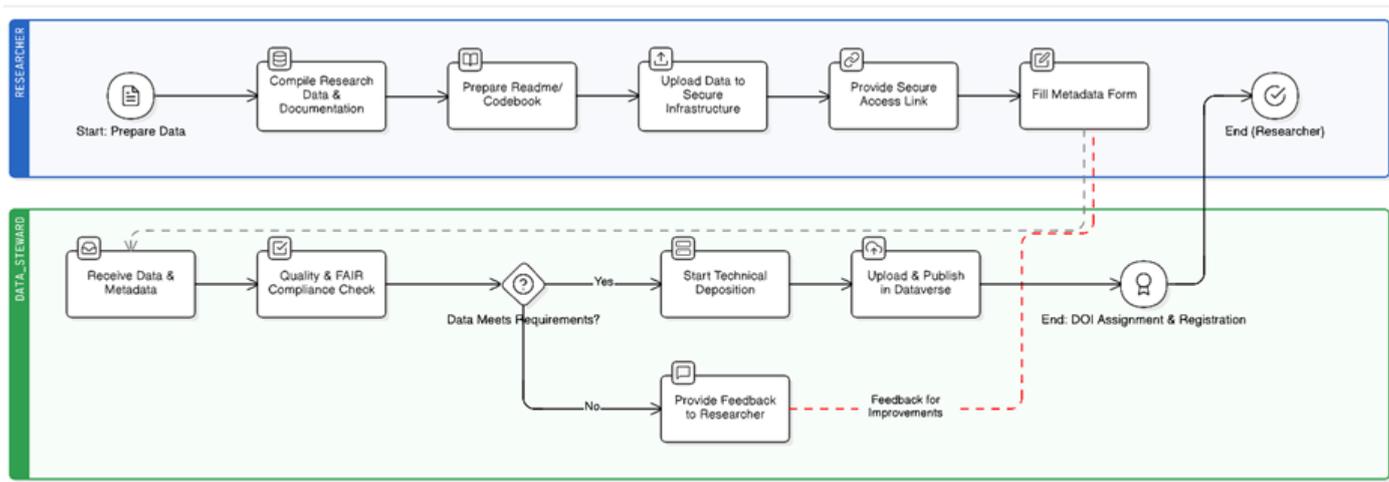


The Process of Depositing Research Data in RSU Dataverse

The deposit of research data in the institutional repository of Rīga Stradiņš University RSU Dataverse is implemented in accordance with RSU’s internal regulatory enactments, ensuring compliance with the FAIR principles, the General Data Protection Regulation and the requirements of Open Science.

The process of depositing research data in RSU Dataverse is structured in two lines of responsibility – the researcher and the data curator (see photo).



The Process of Depositing Research Data in RSU Dataverse: Division of the Responsibility of the Researcher and the Data Curator

I. Responsibilities of the researcher

1. Data preparation

The researcher prepares:

- research data (facts, observations, measurements, images, audio/video, etc.),
- the accompanying documentation,
- [metadata](#),
- [ReadMe file](#) or codebook.

The preparation of data should take into account:

- the [FAIR principles](#),
- laws and regulations in the field of personal data protection,
- the [RSU Research Data Management Procedure](#).

If the data contains personal data or sensitive information, it must be anonymized or pseudonymized before being deposited.

2. Deployment of data in a secure infrastructure

The researcher ensures secure storage of data [in the RSU IT infrastructure](#) (e.g., in cloud services *NexCloud*, *SharePoint* or other RSU permitted solutions).

Data is transferred to the data curator in a secure manner (e.g., an encrypted file or a secure access link).

3. Providing access to the data curator

Researcher:

- creates secure access to the data folder,
- provides access to the data curator,
- transfers systematized documentation.

4. Completion of the metadata questionnaire

The researcher fills out [the minimal metadata questionnaire](#).

Required metadata fields include:

- the name,
- the author,
- Contact Person,
- a description,
- the field of science,
- keywords,
- the period of data collection,
- software,
- accessibility status, etc.

II. Activities of the Data Curator

5. Receiving data and metadata

Data curator:

- gets access to the dataset,
- a review metadata questionnaire,
- initiates a quality assessment.

6. Quality and conformity check

Data curator:

- verify the completeness of the metadata,
- assess the compliance of the data with the FAIR principles,
- check the conditions of licences and access.

If necessary, recommendations for improvement are provided.

7. Decision on deposit

If the data does not meet the requirements, the curator contacts the researcher and asks for clarifications or improvements.

If the data meets the requirements, a technical deposit process is started.

8. Uploading and publishing data to RSU Dataverse

Data curator:

- inserts a dataset into RSU Dataverse,
- fill in the metadata fields in the system,
- grant a licence,
- determines the level of access (open, restricted, closed, embargo).

RSU Dataverse aims to provide:

- long-term storage,
- the availability of data,
- adherence to the FAIR principles.

9. Assignment and registration of DOI

At the time of publication, the system automatically assigns a DOI (Digital Object Identifier) – a permanent digital identifier for citation.

In addition the dataset is recorded in the [ZDIS Pure](#) system.

The data becomes citable and can be found in search engines.

Division of responsibilities	
Researcher	Data curator
<ul style="list-style-type: none">• Is responsible for the content of the data.• Provides documentation and metadata.• Complies with ethical and data protection requirements.	<ul style="list-style-type: none">• Ensures quality control.• Checks compliance with regulatory enactments.• Performs technical depositing in the repository.