DataverseLV Data deposit process

Parties involved in the process (roles)

- Data depositor (hereinafter – Researcher).
- Specific repository collection maintainer/administrator (hereinafter – Data Steward),
- Repository administrator (hereinafter – Administrator),

Process description

Researchers can begin data deposit in DataverseLV only after they have created a user account, and the Data Curator has granted them appropriate access rights to a specific collection. Data deposit occurs in close collaboration with the Data Curator, who ensures quality control and support throughout the entire process.

During the process, the Researcher has access to the **User Guide web page**, which contains:

- Repository policy documents (Terms of Use, Privacy Policy, Data Deposit Agreement, Digital Preservation Policy).
- Data deposit manuals (step-by-step instructions).
- Data documentation templates (e.g., ReadMe file template).

Once the Researcher has prepared and submitted the dataset for review, the Data Steward carries out a quality check. After successful review by the Data Steward, the dataset is forwarded to the Administrator for final approval. The Administrator performs the final check and publishes the dataset, which is then automatically assigned as a persistent DOI identifier.

Process steps

1. Registration and familiarization with policy documents

- The Researcher registers in the repository, using the email address assigned by their research institution (for example, @lbtu.lv, @lu.lv, @rsu.lv, @rtu.lv).
- The Researcher reads the “Terms of Use”, “Privacy Policy”, “Data Deposit Agreement” and other DataverseLV policy documents.

2. Requesting access rights

- The Researcher identifies the data collection corresponding to their institution and/or organizational unit.

- Using the "Contact" function in the repository, the Researcher sends a request to the Data Steward, asking to be granted deposit rights to the specific collection.

3. Granting access rights

- The Data Steward adds the Researcher to the relevant institutional collection with the role "Dataset Creator".
- The Researcher receives an email notification about the granted access rights.

4. Dataset creation

The Researcher starts creating a dataset using the "Add Data" function:

- **Filling in metadat**a: specifying author, institution, keywords, study description, funding source, ORCID identifier, etc.
- **Uploading data:** including research data in open data formats (CSV, JSON, TXT, PDF/A, etc.).
- **Adding documentation**: attaching a ReadMe file, codebook or other documentation needed to understand and reuse the data.
- **Selecting access conditions**: the Researcher indicates whether the data will be open, under restricted access, or under an embargo period. If restricted access is chosen, for each file the "Terms of Access for Restricted Files" field must clearly describe the access conditions and the justification for these restrictions (for example, commercialization potential or legal constraints). If this information is missing or insufficient, the Data Steward will contact the Researcher to clarify the reasons before publication.
- **Specifying a license**: choosing an appropriate licence (CC BY, CC0 or another suitable licence).

5. Data self-assessment

- Before submitting the data for review, the Researcher performs a self-assessment to ensure compliance with all requirements.
- For this purpose, the Researcher uses the **Dataset Quality Checklist,** checking metadata completeness, documentation, file formats and legal compliance.

6. Submission for review

- The Researcher submits the dataset for review by the Data Steward using the "Submit for Review" function.

- At this point, the dataset is locked for editing by the Researcher and passed to the Data Steward.

7. Confirmation of receipt by the Data Steward

- The Data Steward informs the Researcher by email that the submitted data has been received and will be reviewed.

8. Data quality review (Data Steward)

- The Data Steward performs a comprehensive review, guided by the same **Dataset Quality Checklist.**
- The review covers file integrity, compliance of metadata with standards, presence of ethics committee approvals (where applicable), and adherence to the FAIR principles.

9. Return for corrections

- If the data does not meet one or more criteria or additional information is required, the Data Steward uses the "Return to Author" function.
- The Data Steward sends the Researcher a detailed message outlining specific issues and recommendations for their correction (communication is supported by the Dataverse software).

10. Implementing changes and resubmission

- The Researcher makes the necessary corrections and/or provides the missing information.
- The Researcher resubmits the dataset for review.

11. Second review by the Data Steward

- The Data Steward performs a second review, ensuring that all issues have been addressed and that the dataset meets all criteria.

12. Transfer to the Administrator for final approval

- Once the Data Steward has confirmed that the dataset meets all quality, legal and ethical requirements, they forward it to the Administrator for final verification and publication.

13. Final review and publication by the Administrator

- The Administrator performs the final technical and legal check.
- If everything is in order, the Administrator publishes the dataset in the repository.

14. DOI assignment

- At the time of publication, a DOI is automatically registered and assigned to the dataset via DataCite.
- The dataset and its metadata are stored in the repository with full version control and checksum verification.

15. Data storage and availability

- Published data is stored in LVRTC national infrastructure data storage facilities with synchronous replication and backup copies.
- Data availability and long-term preservation are ensured in accordance with the DataverseLV Digital Preservation Policy.