

GRDC Guideline for Research Partners for data upload and metadata creation in Zenodo

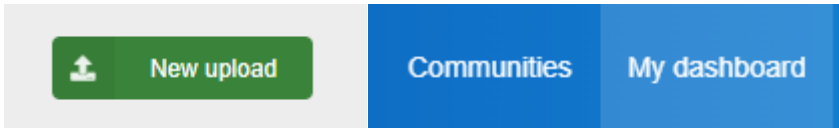
This guideline provides detailed steps for entering metadata into the Zenodo Repository using the upload form. Following this guide will ensure that a high-quality metadata record is successfully harvested into the GRDC Data Catalogue.

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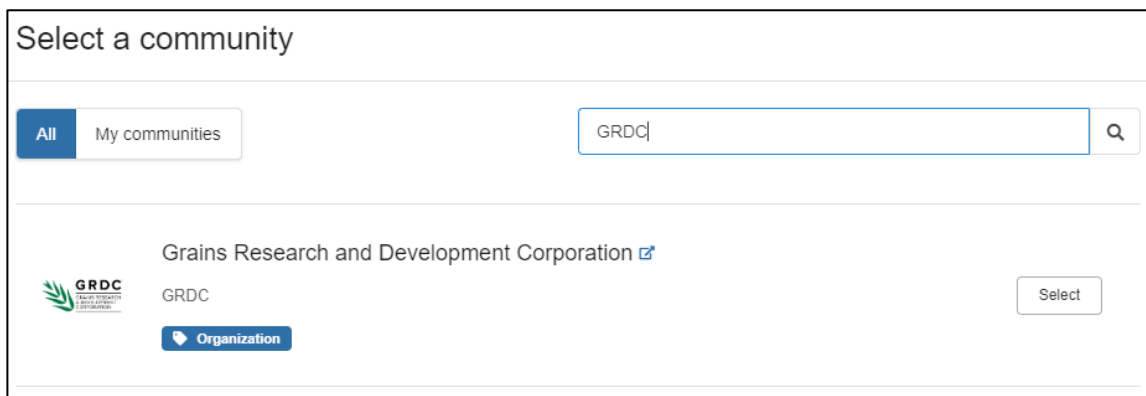
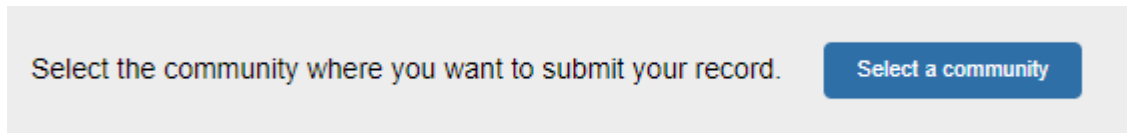
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1. Getting started

First, log in/sign up to Zenodo. Then, select **My dashboard** and **New upload**.

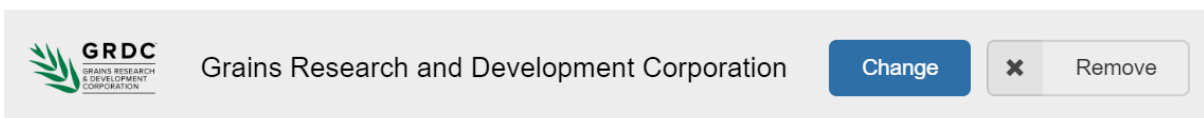


Next, click on **Select a community** and search for the GRDC, and click **Select** to add the GRDC Community.



This ensures the dataset you are uploading will be added to the GRDC Community, a shared space where both the GRDC and its partners can collaborate to review submissions and curate content.

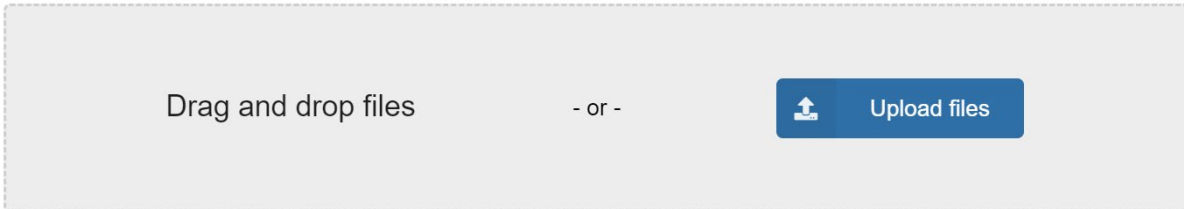
You should now have a new bar at the top of the page to show it has been added correctly.



2. Adding the dataset

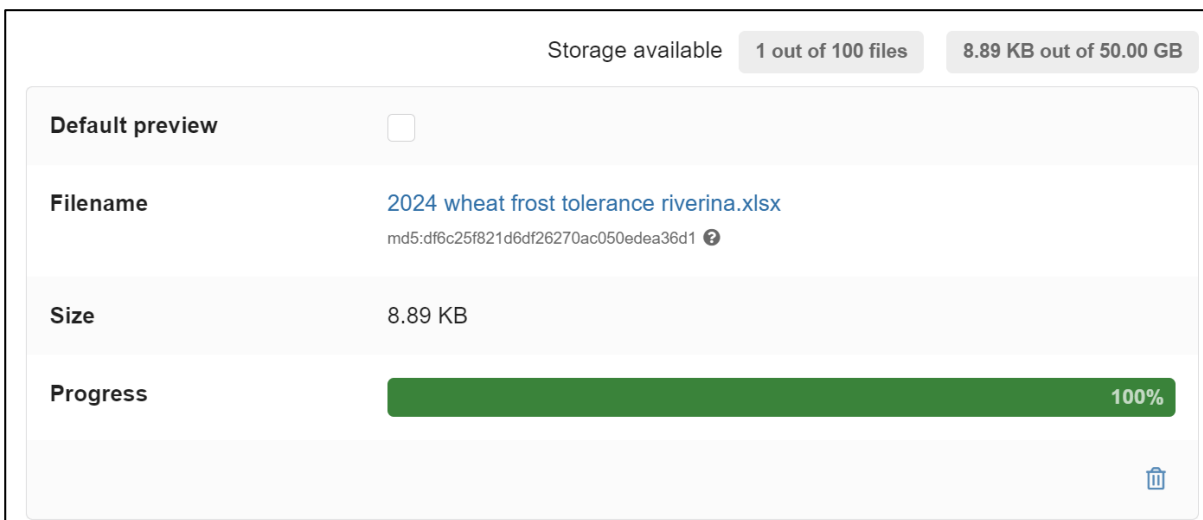
The next step is to upload your RD&E data. There are two ways to do this:

- Drag and drop your files from your device directly into this area:



- Or, select the blue **Upload files** button (as shown above) and add them from your files.

Once you have successfully added your file(s), you should see a screen like this:



You can add up to 100 files, or up to 50 GB, per record.

3. Digital object identifier

If you already have a DOI, select **Yes** and enter it into the text box.

■ Digital Object Identifier *

Do you already have a DOI for this upload? Yes No

10.1234/foo.bar

A DOI allows your upload to be easily and unambiguously cited. Example: 10.1234/foo.bar

If you do not have a DOI, select **No** and a pop up will appear.

■ Digital Object Identifier *

Do you already have a DOI for this upload? Yes No

Copy/paste your existing DOI here

Reserve a DOI by pressing the button (so it can be included in files prior to upload). The DOI is registered when your upload is published.

Select **Get a DOI now!** A DOI will be created for you and will be registered to your record when it is published.

■ Digital Object Identifier *

Do you already have a DOI for this upload? Yes No

10.5281/zenodo.12196613

Reserve a DOI by pressing the button (so it can be included in files prior to upload). The DOI is registered when your upload is published.

4. Resource type

Click on the drop-down menu and select **Dataset**.

Resource type *

Dataset

5. Title

Enter a title for the dataset.

Title *

Frost tolerance screening during the reproductive growth phase in wheat (*Triticum aestivum*)

Note: There is an option to add multiple titles; however, the GRDC Data Catalogue will only import the first title added.

6. Publication date

This will default to the current date. There is no need to change this unless the dataset has already been published elsewhere, in which case it is best practice to change the date to that of first publication.

Publication date *

2024-05-21

In case your upload was already published elsewhere, please use the date of the first publication. Format: YYYY-MM-DD, YYYY-MM, or YYYY. For intervals use DATE/DATE, e.g. 1939/1945.

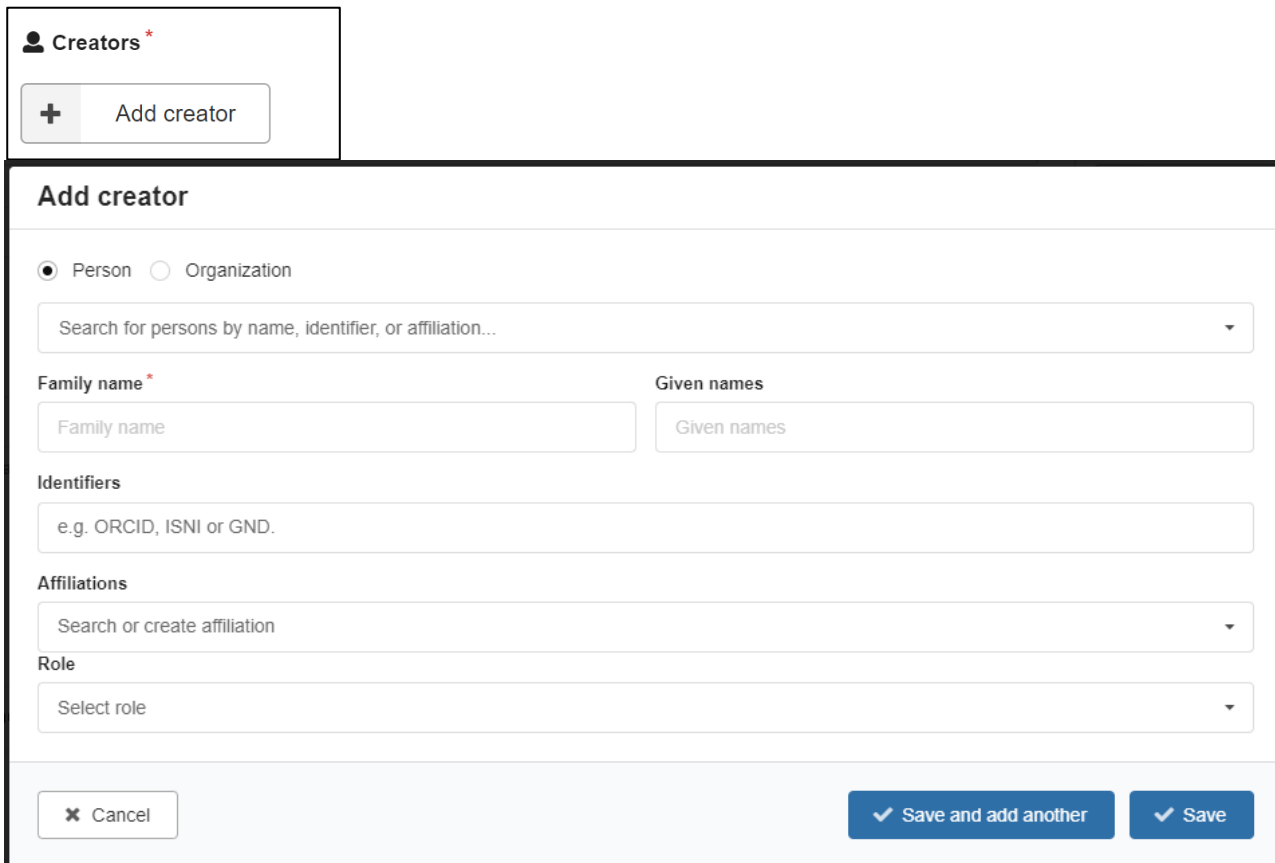
7. Creators

Here, you will add the names of the principal investigator related to the dataset and/or the organisation that owns the dataset. If unsure, consult your organisation and GRDC Investment Manager for help with who to include here.

Note: There is a section further down where you can add other contributors.

Adding a person

Select **Add creator** and ensure **Person** is selected.



The screenshot shows a 'Creators' section with an 'Add creator' button. Below it is a modal window titled 'Add creator'. The modal has two radio buttons: 'Person' (selected) and 'Organization'. Below the radio buttons is a search dropdown: 'Search for persons by name, identifier, or affiliation...'. There are two text input fields: 'Family name*' and 'Given names'. Below these is an 'Identifiers' text input field with the placeholder 'e.g. ORCID, ISNI or GND.'. Below that is an 'Affiliations' dropdown: 'Search or create affiliation'. Below that is a 'Role' dropdown: 'Select role'. At the bottom of the modal are three buttons: 'Cancel', 'Save and add another', and 'Save'.

Adding the details of the person can be done in two different ways:

- Search for the person by name, identifier, or affiliation in the drop-down menu. This will pre-fill the Family name, Given Names, and **Identifiers** text boxes.
- Or, you can fill in the details manually.

If entering manually:

- **Identifiers**: Enter the ORCID for the person
- **Affiliations**: Enter the name of the organisation associated with the person. If the affiliation was automatically populated with more than one organisation by entering the ORCID, only keep the most relevant and delete the others.

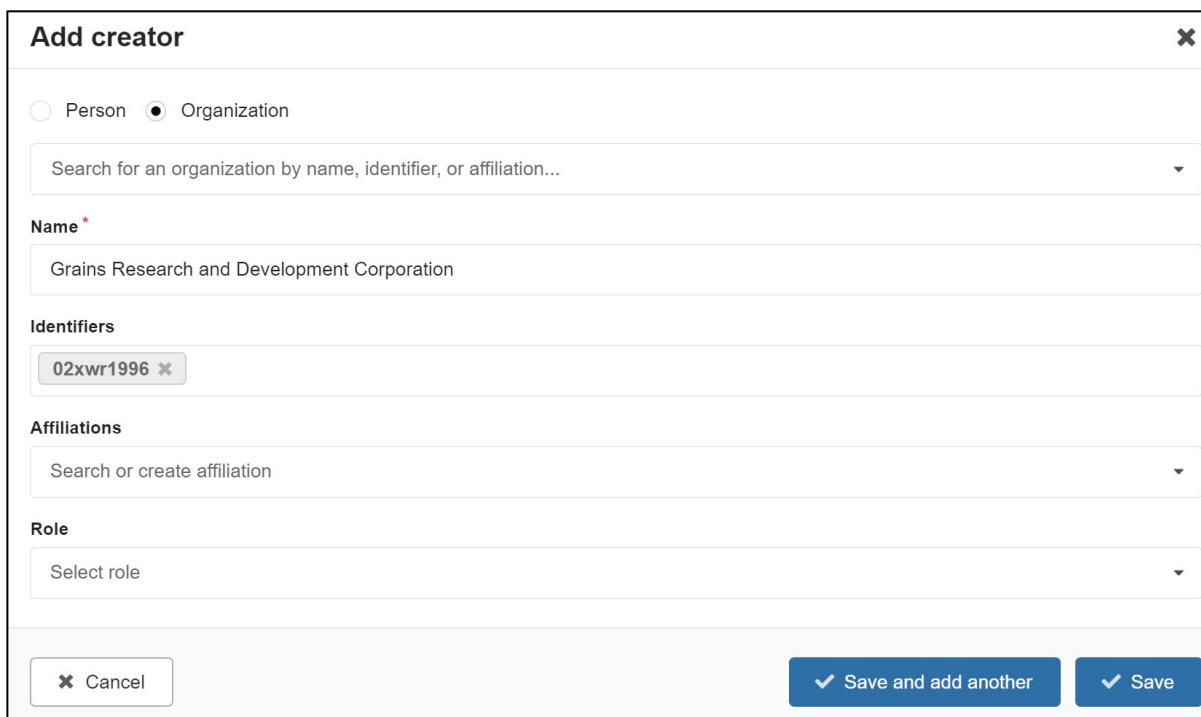
- **Role:** It is not necessary to select a 'Role' as the person will be credited as a 'Principal Investigator' in the GRDC Data Catalogue.

Note: if the person does not have an ORCID, they will need to register for one at <https://orcid.org> before the record can be created.

Click **Save** to close the window or **Save and add another** to add another principal investigator/creator.

Adding an organisation

Select **Add creator** and ensure **Organisation** is selected.



The screenshot shows a modal window titled "Add creator" with a close button (X) in the top right corner. At the top, there are two radio buttons: "Person" (unselected) and "Organization" (selected). Below this is a search input field with the placeholder text "Search for an organization by name, identifier, or affiliation...". The form is divided into several sections: "Name" with a text input field containing "Grains Research and Development Corporation"; "Identifiers" with a text input field containing "02xwr1996" and a small 'x' icon to its right; "Affiliations" with a dropdown menu showing "Search or create affiliation"; and "Role" with a dropdown menu showing "Select role". At the bottom of the form, there are three buttons: "Cancel" (with an 'x' icon), "Save and add another" (with a checkmark icon), and "Save" (with a checkmark icon).

Again, you can search for the organisation in the drop-down menu or manually enter the **Name** and **Identifiers**.

If entered manually, the organisation's **ROR** should be added to **Identifiers**.

Note: You do not need to add anything to the **Affiliations** or **Role** sections.

8. Description

In the text box, enter a detailed description of the data you upload. The description should provide enough details to enable someone to use the data without contacting the original researchers for any information.

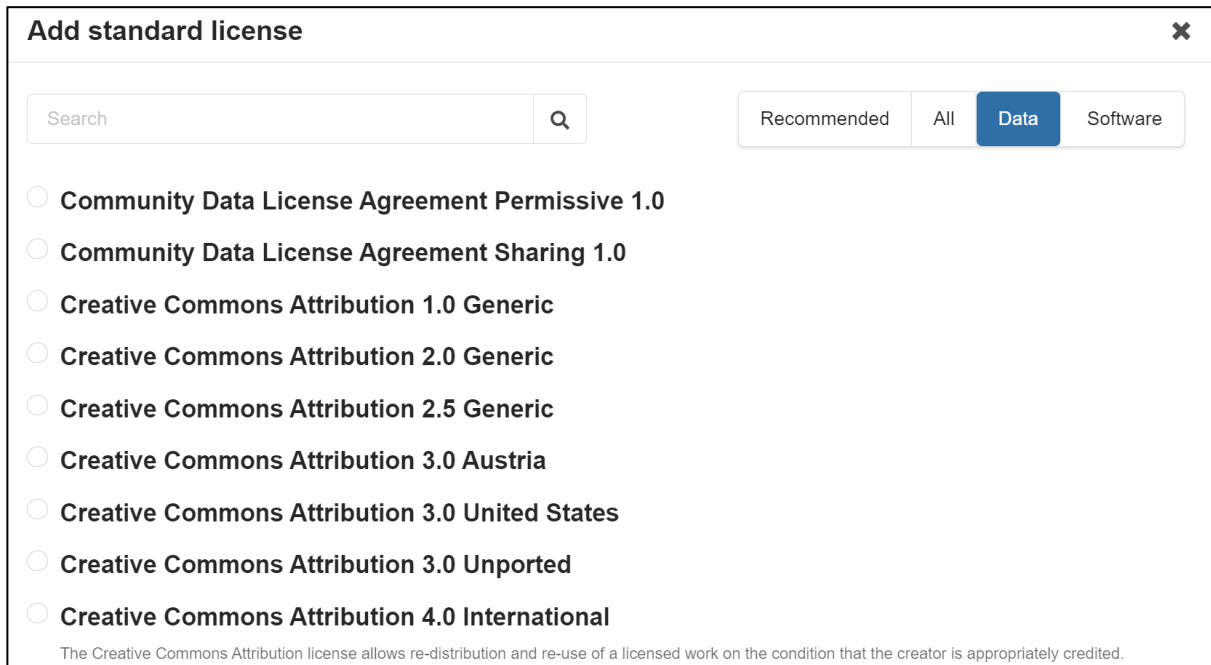
Guidelines for creating a good description can be found in the [GRDC RD&E Data Capture and Storage Guidelines for Research Partners](#) under Section D-3.

Note: A complete description of the collection or dataset is not the same as a project or manuscript summary.

9. Licences

Each new record will have a Creative Commons Attribution 4.0 International (CC-BY 4.0) licence. This licence means that the dataset is available for anyone to download.

To add other, more restrictive, licences, select **Add standard** and select **Data**.



Add standard license ✕

Search

Recommended All **Data** Software

- Community Data License Agreement Permissive 1.0
- Community Data License Agreement Sharing 1.0
- Creative Commons Attribution 1.0 Generic
- Creative Commons Attribution 2.0 Generic
- Creative Commons Attribution 2.5 Generic
- Creative Commons Attribution 3.0 Austria
- Creative Commons Attribution 3.0 United States
- Creative Commons Attribution 3.0 Unported
- Creative Commons Attribution 4.0 International**

The Creative Commons Attribution license allows re-distribution and re-use of a licensed work on the condition that the creator is appropriately credited.

From the list, you can choose any of the Creative Commons licences that have version 4.0 associated with them like in the final listing in the screenshot above. If you have any questions about licensing, please speak to your Copyright Officer, IP Team, or your relevant GRDC contact.

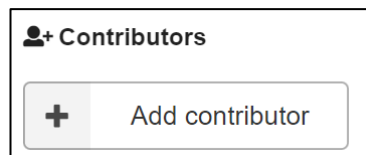
If there are any other restrictions that must be placed on the data due to sensitivities:

- Select **Add custom**
- Under **Title**, type “Other”
- In **Description** you may include either of the following:
 - By negotiation upon request.
 - Available to Third Parties under terms and conditions to be agreed upon by co-owners of the data.

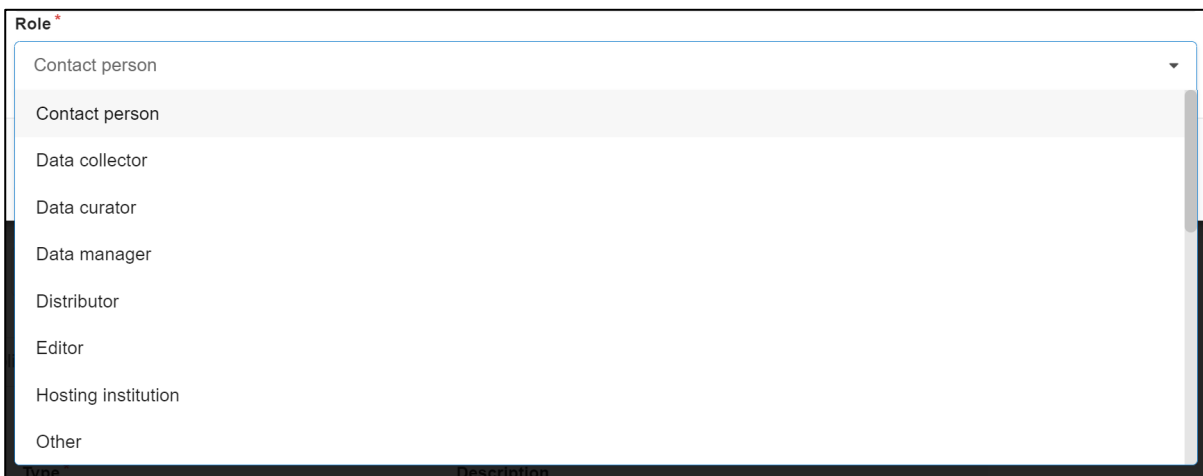
10. Contributors

If your data has people or organisations connected to it outside the principal investigator and owner roles, they can be added as contributors.

To add a person as a contributor select **Add contributor**, and ensure **Person** is selected. Here you can use the drop-down menu to search for the person or fill in the name and **Identifiers** manually.



When adding a contributor, including an **Affiliation** is not required, but a **Role** must be included, chosen from the drop-down menu.



To add an organisation as a contributor, select **Add contributor** and ensure **Organisation** is chosen. Again, you can search for the organisation or add in the details manually. You are not required to add anything to the **Affiliations** text box, but the appropriate **Role** must be included, chosen from the drop-down menu.

11. Keywords and subjects

You can apply keywords to your dataset to help users of the GRDC Data Catalogue find it.

Keywords and subjects

Suggest from All Search for a subject by name

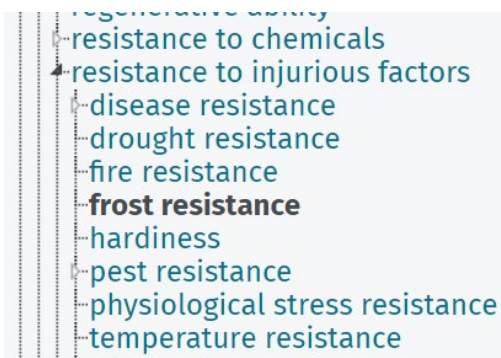
Note: Ignore the drop-down menu labelled **All**.

Add keywords to the box labelled **Search for a subject by name**. Multiple keywords can be added.

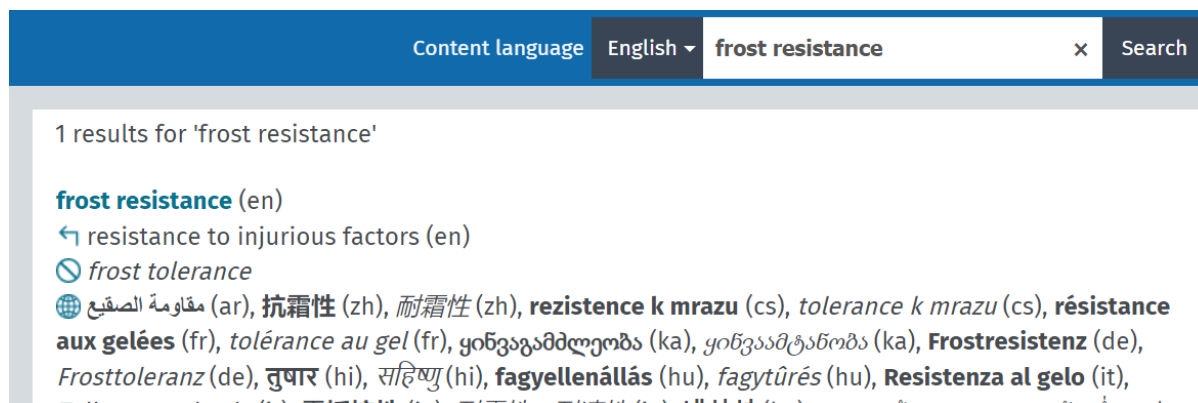
AGROVOC Vocabulary for Keywords

To enhance data findability, please enter keywords that match those found in the [AGROVOC agricultural metadata standard](#). Browse through the standard for relevant keywords by clicking on the **Hierarchy** tab in the sidebar. You may include terms from any level of the hierarchy.

For example, you might choose to browse 'properties' that relate to your dataset, eventually finding the term, e.g., 'frost resistance' (found under **properties > biological properties > resistance to injurious factors > frost resistance**) that is relevant to your data.

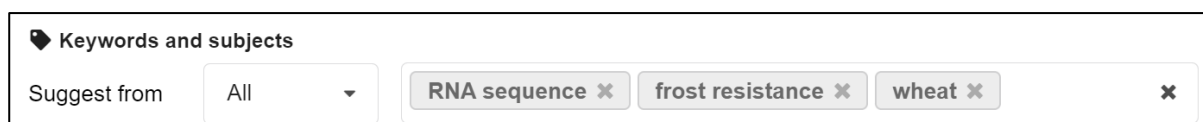


There is also a search bar that you can use to find a keyword that you already had in mind. In this example, enter 'frost resistance' into the search bar and click on the 'search' button:



As you can see from the image above, the search term 'frost resistance' returns 1 result that we found earlier by browsing the hierarchy.

Once you have found the keywords that you would like to enter, you can simply add them as keywords in the Zenodo **Keywords and subjects** field and know that it falls within the AGROVOC vocabulary. In the example image below, three keywords from the AGROVOC vocabulary have been used.



12. Languages

13. Dates

Enter the start date of the data collection.

In the fields:

- **Date:** Enter the date in YYYY-MM-DD format
- **Type:** Select 'Collected'
- **Description:** Not required

You will also need to add the end date of the data collection. To do this, Select **Add date**, and complete the fields as above.

Dates


Date*	Type*	Description
2024-05-28	Collected	
2024-06-30	Collected	

Format: DATE or DATE/DATE where DATE is YYYY or YYYY-MM or YYYY-MM-DD.

14. Version and Publisher

15. Awards (GRDC Contract Codes)

You are required to include your GRDC Contract Code in this section. Select **Add Award** and then **Add a custom award**.

 **Awards**

Add standard award ✕

Funder

- Self-Adaptability for a HAR System** 2023.00899.BD
Fundação para a Ciência e Tecnologia
- Motivação Autodeterminada, satisfação profissional e sentido de agência em professores do ensino básico** 2023.04804.BD
Fundação para a Ciência e Tecnologia
- DNA damage response mechanisms** G0600233/1
UK Research and Innovation
- Development of condition monitoring techniques for SF6 alternatives in high voltage plant** 2856830
UK Research and Innovation
- Development of defect models for the ankle to evaluate changes in joint geometry and tribology as a predictor for degeneration** 1958375
UK Research and Innovation

« < 1 2 3 4 5 ... 2000 > »

Did not find your award? [Add a custom award.](#)

Add a custom award



Search for and add the GRDC to **Funder**, add your valid contract code into the **Number** field, and add **GRDC Contract** to the **Title** field. A **URL** is not required.

Add custom award ✕

Funder*

Award information (optional)

Number	Title	URL
<input data-bbox="260 506 608 548" type="text" value="CSP1606-002RTX"/>	<input data-bbox="627 506 971 548" type="text" value="GRDC Contract"/>	<input data-bbox="991 506 1335 548" type="text" value="Award URL"/>

✕ Cancel ✓ Add award

Note: **Award Information (optional)** means it is an optional field for Zenodo. It is not optional for GRDC. Your contract code must be included for the record.

For any related GRDC contracts, add them in by repeating the above.

Note: If there are multiple contracts that are associated with this dataset, it is essential that the contract in which the dataset was generated is first in the list of 'Awards' that are provided in this section.

16. Alternate identifiers

17. Related works, i.e., records

Enter identifiers for any related dataset record to place your dataset in context and help the user find any supporting data.

The record must have either a **Handle** or **DOI** identifier that you can use to reference it. There is no need to enter the title of the related record as this will be found using the identifier that you enter.

In the fields:

- **Relation:** Choose one of the following:
 - has part
 - is part of
 - has derived collection

- is derived from
- has version
- is version of
- associated

If you select an unsupported type, then the record will appear as 'associated' when harvested into the GRDC Data Catalogue.

Note: the label for the relationship is defined in reference to the dataset you are uploading, and how the related work being entered relates to it, not the other way around.

- **Identifier:** Enter the identifier here. The text that you enter here must agree with the type of identifier that is entered in the 'Scheme' field.
- **Scheme:** Select 'DOI' or 'Handle' depending on the type of identifier that you have used.
- **Resource Type:** Select 'Dataset'

Related works
▼

Specify identifiers of related works. Supported identifiers include DOI, Handle, ARK, PURL, ISSN, ISBN, PubMed ID, PubMed Central ID, ADS Bibliographic Code, arXiv, Life Science Identifiers (LSID), EAN-13, ISTC, URNs, and URLs.

▣ Related works

Relation *	Identifier *	Scheme *	Resource type
Has part ✕	10.1234/foo.bar	DOI ✕	Dataset ✕

+
Add related work

To add more related works, select **Add related work**.

18. Related publications

As a part of **Related works**, you can also enter identifiers for any publications that are related to the dataset that you are uploading.

Select **Add related work** and fill in the various fields:

- **Relation:** Select one of the following:
 - is cited by
 - is referenced by
 - is documented by
 - is supplemented by
 - is supplement to
 - is reviewed by
 - is supported by

Note: the label for the relationship is defined in reference to the dataset you are uploading and how the record being entered here relates to it, not the other way around.

- **Identifier:** Enter the identifier here. The text that you enter here must agree with the type of identifier that is entered in the 'Scheme' field.
- **Scheme:** Select 'DOI', 'Handle', 'IGSN', or 'Other' depending on the type of identifier that you have used.
- **Resource Type:** Select Publication

Related works
▼

Specify identifiers of related works. Supported identifiers include DOI, Handle, ARK, PURL, ISSN, ISBN, PubMed ID, PubMed Central ID, ADS Bibliographic Code, arXiv, Life Science Identifiers (LSID), EAN-13, ISTC, URNs, and URLs.

Related works

Relation *	Identifier *	Scheme *	Resource type
Is cited by ✕	10.1016/j.cpb.2022	DOI ✕	Publication ✕ ✕

+
Add related work

19. Sections after Related works

20. Visibility

To the panel on the right. This defines whether your dataset is accessible for direct download without seeking permission. This will be related to the type of licence that you have chosen for the dataset (section 9 of this document).


If you have chosen a Creative Commons licence:

- under **Files only** select **Public**

The data you upload can be used by others freely.

Files only

Public **Restricted**


 **Public**
The record and files are publicly accessible.

IF you have a justifiable reason for not making the dataset open for download you can restrict downloads to a limited number of people that will only have access if their email is added to the permissions.

Files only

Public **Restricted**

The files of this record are restricted.

 **Public with restricted files**
The record is publicly accessible. The files can only be accessed by users specified in the permissions.

There is also an option to apply an embargo. If the dataset must be made restricted to preserve first-mover advantage, then GRDC asks that an embargo is applied so that the dataset can be made available for download at a later date. In this case, select **Restricted** and then tick the box next to **Apply an embargo** and enter a date.

Files only

Public

Restricted

The files of this record are restricted.

**Embargoed (files-only)**

The record is publicly accessible. On 29 May 2025 the files will automatically be made publicly accessible. Until then, the files can only be accessed by users specified in the permissions.

Options

- Apply an embargo** ⓘ
Record or files protection must be restricted to apply an embargo.

📅 Embargo until *

2025-05-29

Format: YYYY-MM-DD

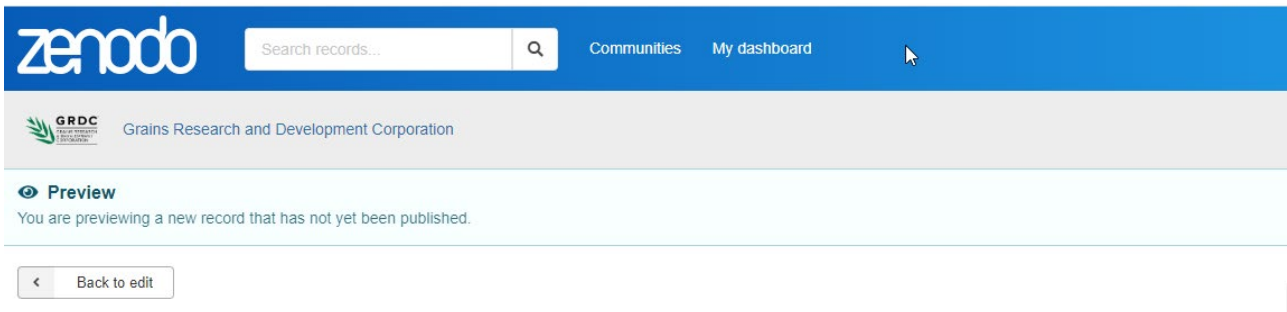
Embargo reason

The author has agreed with GRDC to apply a one-year embargo on this dataset to ensure that academic papers that draw upon this data can be published.

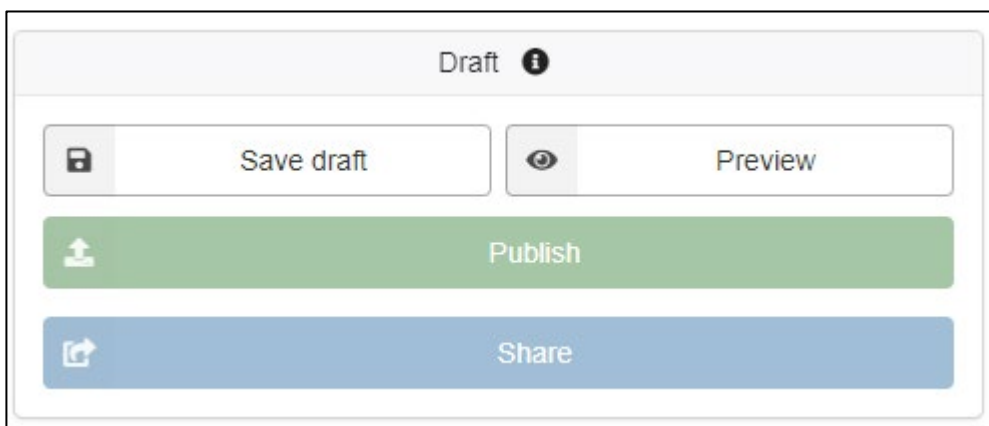
/

21. Finishing up

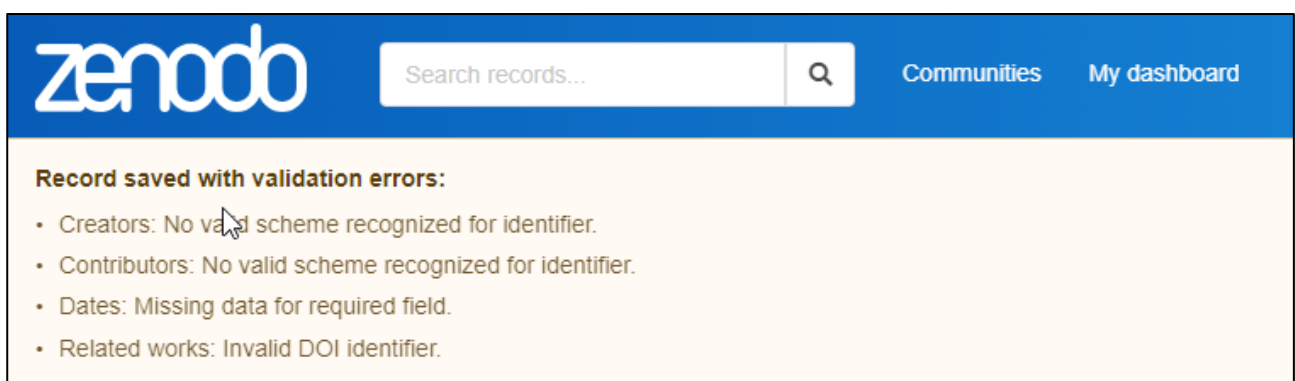
If you'd like to preview the record, select **Preview**. A banner will appear at the top of the screen to tell you that you are previewing the record. Select **Back to edit** to return to the editing page.



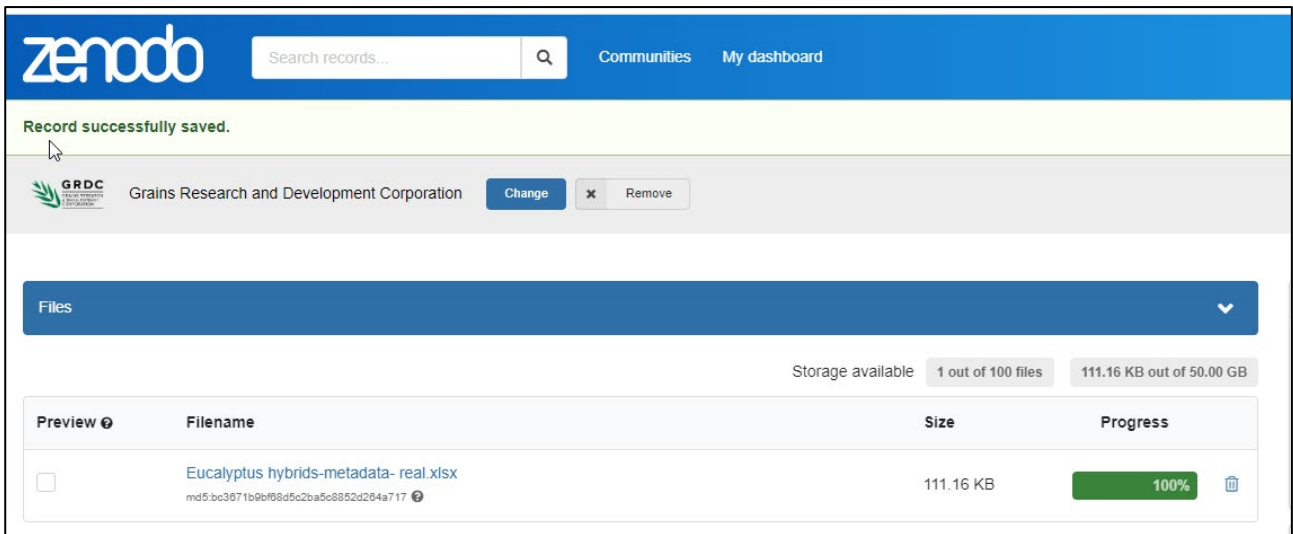
Otherwise, select **Save draft** (you can also preview the record after saving, the option to do so will be at the bottom of the screen.)



If there is missing information, there will be a pop up at the top of the page indicating what and where the missing information is. Simply click **Back to edit** and fill in the missing information.

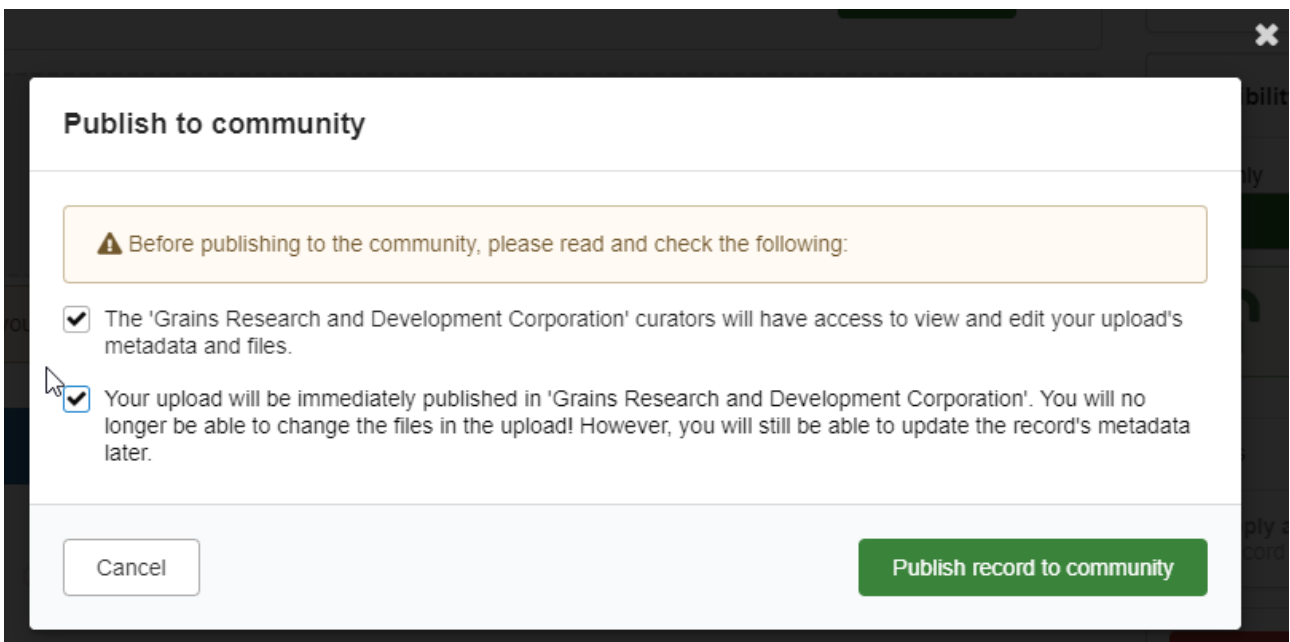


If there isn't any missing information, a banner will appear at the top of your screen that says **Record successfully saved**.



22. Publish to Community

Select **Publish** and tick both of the available boxes.



Then click on **Publish record to community**.

23. FOR GRDC USE ONLY

Risks

- These guidelines apply to the version of the online form as at 2024-05-21. The Zenodo form may be updated at any time.
- Catalogue relies on GRDC Investment Service to retrieve investment names for 'Related GRDC Investments' metadata field.
- This catalogue harvester and others relies on the following APIs:
 - AGROVOC
 - Aristotle
 - DOI
 - GRDC Investment Service
 - ORCID
 - ROR
 - Scopus
- In addition this harvester relies on the Zenodo REST API
- Not all GRDC Contract Codes are publicly available via the GRDC Investment Service

Issues

- Re: Awards (GRDC Contract Code) section, what if there are several contracts contributing to a single dataset, but we can't harvest more than one contract as the primary contributor? This is an edge case but could cause an issue that might require manual editing of the GRDC metadata record.

Notes

- 'Title' element is required by Zenodo but will be replaced by GRDC's records for the investment title, taken from the GRDC Investment Service using the Contract Code as a lookup.
- Zenodo does not currently support the inclusion of spatial data in the record. It is possible, once the record has been harvested to the GRDC Data Catalogue, to add spatial data to that record to enhance findability of the dataset. Zenodo have plans to include spatial data in a future release sometime in 2024, at which point the Zenodo harvester in the GRDC Data Catalogue will need updating to successfully harvest this information.

Version 1.1 was updated on 3 July 2024.