IST Research Explorer

Create a new research data entry
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About this Document

This is a quick guideline on how to publish supplementary data/research data to the institutional repository. We have several further documentations regarding the handling of IST Research Explorer (“Create a new entry”, “Search and Find”,...).

1. Login

Go to https://research-explorer.app.ist.ac.at and click “Login”.

Enter your IST user and Intranet password. You are now in “My Dashboard”.

2. Add a new item

Go to “My Dashboard” and click on “add new Publication”.

Now you have to choose “Research Data” within Option 2:
You'll get a template and have to enter at least all required fields (marked *). Be aware: the more information you enter the easier it gets for others to understand and reuse your data.

2.1 Detail Information

The template includes a title of the research data, the publisher is “IST Austria” and the publishing date. The creator is the responsible person who should be contacted for any questions regarding the data. Add further creators by clicking “+”. If a research is assigned to a grant, you can state its name or grant number (select the correct one from the dropdown list). If you have multiple grants add new lines by clicking the “+”. Within the field “contributors” name all your co-workers and their function (listed in the dropdown menu):
2.2 Research Data Upload

The second section is dealing with uploading your data. It is recommended to structure your files and bundle them in (several) zip-files (see the IT guidelines how to build a good data structure). Drag and drop or use a file explorer to upload your files (yellow area). The size limit of each file is 10 GB at the moment – if you have bigger files please contact the library team (repository.manager@ist.ac.at).

There are further settings to consider. Click on the pen symbol in the green area to get the detailed template:
Here, you can set an embargo if you need to.
The second part of this section deals with copyright and licenses.

Choose the correct license within the dropdown menu. Underneath, you have additional information to each option. Please confirm the copyright disclaimer by reading and clicking the tick box.
2.3 Additional Information

The third section concerns additional information:

Please insert the abstract and descriptive keywords. If you mentioned any Scientific Service Units (SSU) from IST Austria in the acknowledgments please select it and add another line by clicking “+”.
2.4 Linking the data

In the last section you can link your new entry to external material, for instance your new entered research data to the publication.

Enter external material (the complete web address including http://) or link to an existing intern repository entry. Be sure to check the correct relation.

For entering an internal link just start typing the title of e.g. a publication and choose the correct one.

Now the record is completed. Confirm your input by clicking “Save” or “Save as Draft” if you want to submit it later. All empty fields will not be shown in the database. You get a popup information that the entry is in review by the library. As soon as the review is finished (within 5 work days) the data becomes public in the repository.
3. Check your entry

Please check your entry – you know your scientific work best! If you have any questions don’t hesitate to contact the library team via repository.manager@ist.ac.at! To find out more about good research data management and why it is so important, go to http://www.dcc.ac.uk/digital-curation/digital-curation-faqs or ask your library team!

Please let us know if you need any support:
IST Austria Library Team
repository.manager@ist.ac.at