



WORKFLOW FOR DATA SUBMISSION

FULDAT, PART OF TUDATALIB

1 Login with institutional account (fd-Nummer)

„Log in with personal login id“, then select Hochschule Fulda
(NOT Log in for external)

2 Add new dataset

horizontal menu on starting page (symbol „cloud with arrow“ on right side, mouseover
“Submissions”)

Add files (Drag & Drop from file browser into upload field, or via “browse”)

Select collection [a list of collections where users have write access appears
automatically - for HFD members generally the „Allgemeine Sammlung“ of their
department]

Read and accept terms and conditions of TUdatalib (“Nutzungsvereinbarung”)

Note that pure text documents should be published on FulDok

3 Data description

Metadata for datasets:

Title (free text)

Authors (free text or ORCID lookup)

Date of submission

Optional: Relations (e.g. publication based on this dataset)

Data types (Checkboxes)

Optional, recommended: keywords (free text, number unlimited)

DFG-Subject (Choice menu, multiple selections possible)

Description of dataset (50-5000 characters)

[for large and/or complex datasets or zip-archives we additionally recommend
uploading a Readme-file]

Optional: Version description (if applicable)

4 Choose a license

Selection from list

[own license (not listed) possible, then give also URL]

5 Define access conditions

Options:

- Use collection default (here generally: data only visible for own department)
- Make files accessible only to administrators
- Open Access (free Internet access for all)

6 Finalize data submission

Click on "Deposit" (green field, bottom of browser window right side)

Earlier, changes to data and metadata are still possible. Data submission doesn't necessarily have to be done in one session. It can also occur over several days, and possibly by several people with corresponding rights on TUdatalib.

7 Formal evaluation by HLSB Fulda

After step 6, the dataset is invisible also for authors and changes aren't possible.

Then acceptance of dataset by HLSB (or rejection with requests to authors)

DOI assignment on request if (at least) metadata are made freely available

Formal evaluation only includes e.g. completeness and plausibility of metadata, and general relevance (indeed research data). Authors remain responsible that copyright issues are respected, and that the dataset does not include personal data - see TUdatalib terms and conditions [Nutzungsvereinbarung]

CONTACT

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