

Forschungsdatenmanagement an der Technischen Universität Berlin

Monika Kuberek, Universitätsbibliothek der TU Berlin

Lost in Dissertation? Von der Literaturverwaltung bis zur Publikation – Eine Veranstaltungsreihe für Doktorandinnen und Doktoranden
Staatsbibliothek zu Berlin, 11. Juli 2017



Inhalte sind, sofern nicht anders gekennzeichnet, lizenziert unter CC BY 4.0
Creative Commons Namensnennung 4.0 International: <https://creativecommons.org/licenses/by/4.0>



Überblick

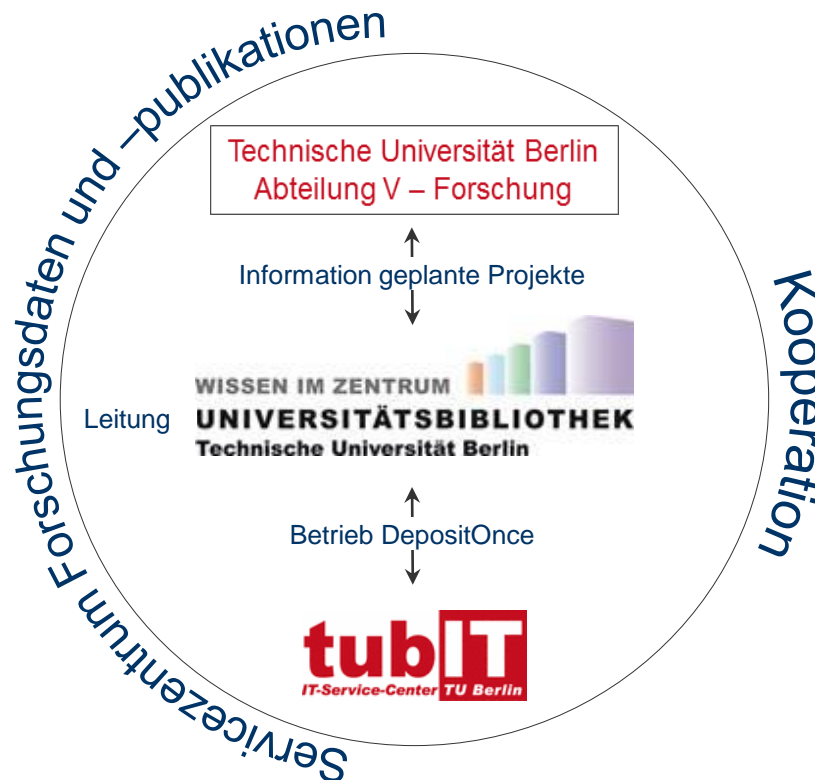
- Forschungsdaten-Infrastruktur an der TU Berlin
- Forschungsdaten-Lifecycle
- Repository DepositOnce
 - Auswahl und Erschließung von Forschungsdaten
 - Demo: Submission-Prozess in DepositOnce
- TUB-DMP
- Deposit-Lizenz für Forschungsdaten

Forschungsdaten-Infrastruktur an der TU Berlin

Virtuelle Organisationseinheit SZF




Services für Forschende




- **DepositOnce** • Repositorium für Forschungsdaten und Publikationen • depositonce.tu-berlin.de
- **TUB-DMP** • Web-Tool zur Erstellung von Datenmanagementplänen • dmp.tu-berlin.de
- **SZF-Website** • Informationsplattform im Internet • szf.tu-berlin.de
- **Helpdesk** • SZF-Team • team@szf.tu-berlin.de


SZF – Frequently Asked Questions



Startseite der [TUB](#)

Kontakt Impressum Sitemap  English Index A-Z Mobil Datenschutz


Technische Universität Berlin
Servicezentrum Forschungsdaten und -publikationen





FAQ - Frequently Asked Questions

Zur besseren Übersichtlichkeit sind die FAQs in Themenblöcke untergliedert:

- [SZF, DepositOnce, TUB-DMP](#)
Informationen zum SZF und seinen Services, zu Nutzungskonditionen, Kosten usw.
- [Nutzung von DepositOnce](#)
Anmeldung, Workflow, Versionierung, Datenformaten, Dateigrößen usw.
- [Nutzung von TUB-DMP](#)
Anmeldung, Workflow, Versionierung, Export usw.
- [DOI, Open Access, Nachnutzbarkeit](#)
Informationen zu DepositOnce: DOI-Vergabe, Zugänglichkeit, Sperrfrist (Embargo), Suche usw.

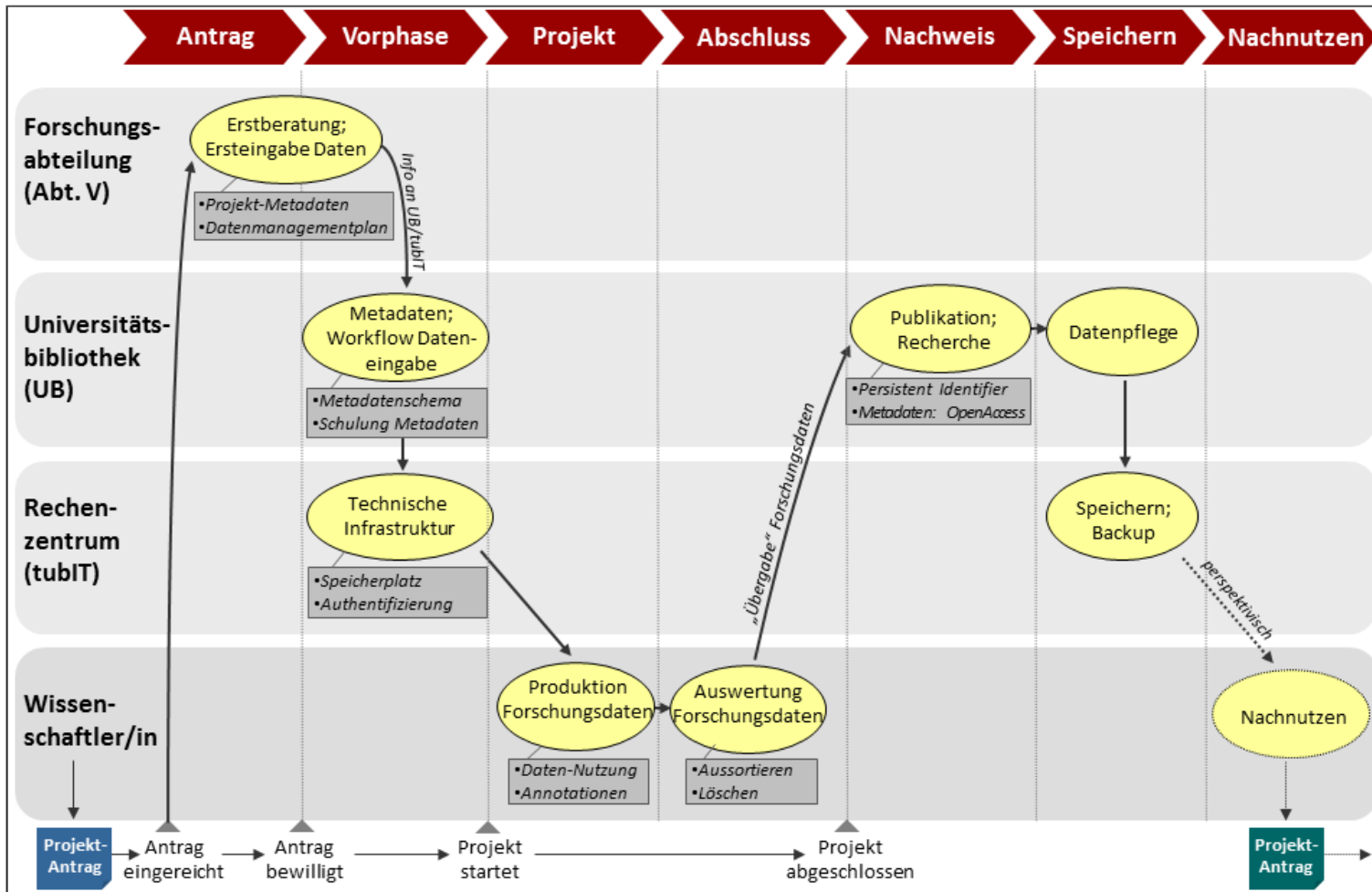
Zuletzt aktualisiert: 28.06.17  SZF-Team

 Seite drucken
  Seite empfehlen

szf.tu-berlin.de/menue/faq

- Über das SZF
- Personen
- Dienste & Tools
- Beratung & Information
- FAQ**
- SZF, DepositOnce, TUB-DMP
- Nutzung von DepositOnce
- Nutzung von TUB-DMP
- DOI, Open Access, Nachnutzbarkeit
- Info-Materialien & Publikationen

Forschungsdaten-Lifecycle



Repository DepositOnce

- Speicherung von **Forschungsergebnissen**
 - Forschungsdaten und referenzierende Publikationen
 - Daten, die zur Reproduktion eines Ergebnisses notwendig sind (Skripte, Zeitschriften, ...)
- Integration in die IT-Infrastruktur der TU Berlin
 - Sicherheitskonzept der TU Berlin (Server, Firewalls)
 - Regelmäßige Datensicherung (Backup-Konzept)
- Konsistenzsicherung durch **Versionierung**
 - Veröffentlichte Forschungsdaten sind nicht änderbar > „Gute wissenschaftliche Praxis“
- **Konstante Internetadressen** (Persistent Identifier)
 - Dauerhafte Zitierfähigkeit durch Digital Object Identifier (DOI)
- Nachvollziehbarkeit / **Vertrauenswürdigkeit** von Forschungsergebnissen
 - Gegenseitige Verknüpfung von Forschungsdaten und Publikationen
- **Weltweiter Nachweis** – Open Access
 - Google Scholar, Base und andere Suchmaschinen
 - Metadaten sind immer frei zugänglich
 - Sperrfrist (Embargo) –befristet– für Daten / Volltexte kann festgelegt werden



Deposit
Once

Institutionelles Repository der TU Berlin
für Forschungsdaten und Publikationen

➤ **Forschungsdaten sind langfristig zugänglich, verifizierbar, zitierfähig, nachnutzbar**

Auswahl und Erschließung von Forschungsdaten

- Qualitative Prüfung, Auswahl und Erschließung
 - Wissenschaftlerinnen und Wissenschaftler
- Workflow zur strukturierten Metadatenerfassung in DepositOnce
 - Anmeldung mit TU-Account
 - Eingabe der Metadaten durch die Autorin / den Autor
 - Hochladen der Dateien durch die Autorin / den Autor
 - Formale Prüfung durch SZF-Team
 - Freigabe durch das SZF-Team > Publikation
- Metadatenschema
 - Erweitertes Dublin Core
 - Standardformat > Kompatibilität zu anderen Formaten



Deposit
Once

Institutionelles Repositorium der TU Berlin
für Forschungsdaten und Publikationen

Forschungsdaten in DepositOnce – Beispiel

Sucheingabe in DepositOnce:

„Alexander Lindau WhisPER“

- Beispiel für:
- > Metadaten
 - > DOI
 - > verschiedene Versionen (mit gegenseitiger Verlinkung über DOI)
 - > Verknüpfung zwischen Forschungsdaten und zugehöriger Publikation über DOI („Is Supplement To:“)
 - > Forschungsdaten + Dokumentation zur Nachnutzung
 - > Open Access: Forschungsdatenset zum Download

depositonce.tu-berlin.de



Deposit
Once

Institutionelles Repositorium der TU Berlin
für Forschungsdaten und Publikationen

Submission-Prozess in DepositOnce

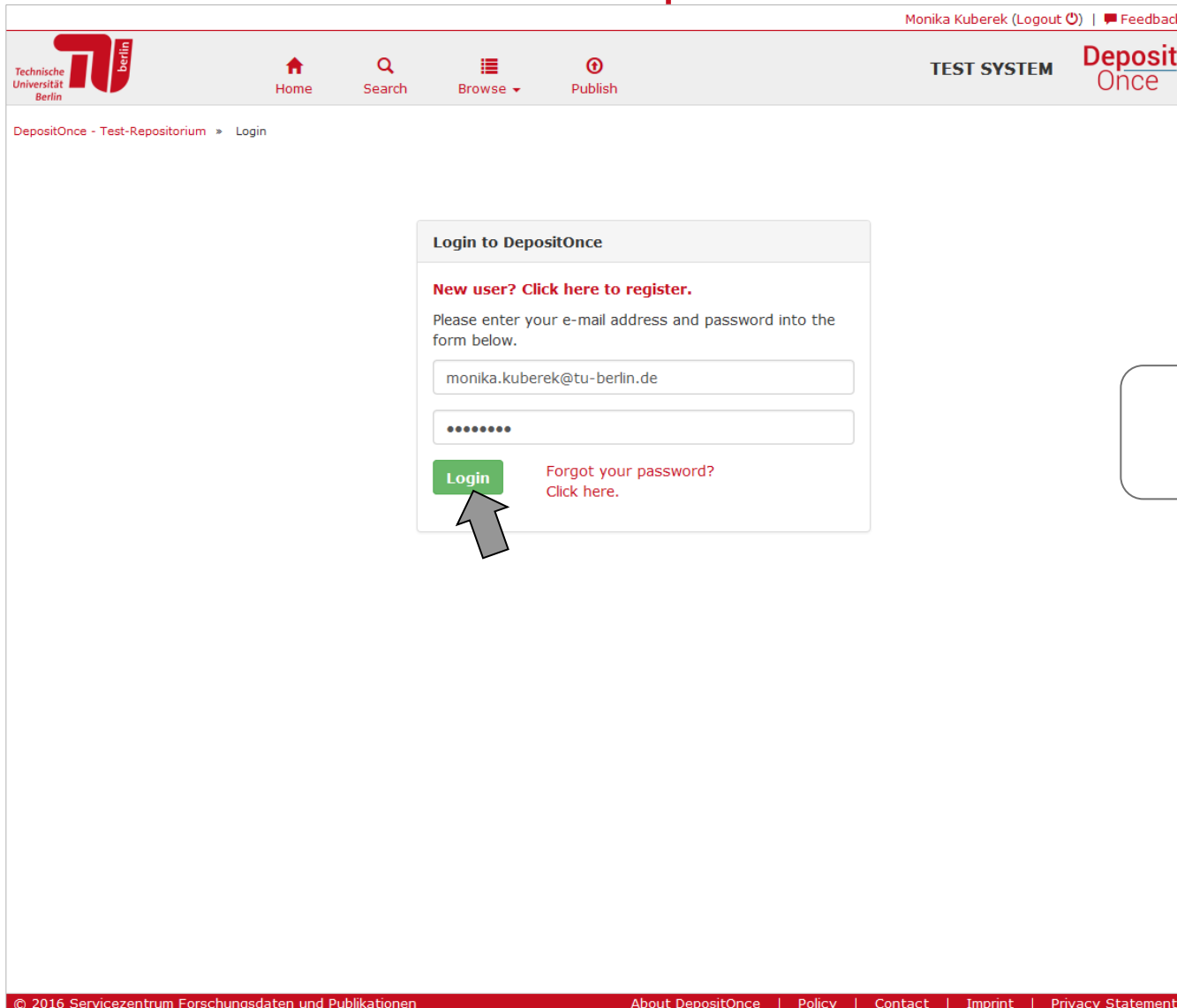


A screenshot of the DepositOnce website. The top navigation bar includes 'Home', 'Search', 'Browse', and 'Publish' (highlighted with a grey arrow). The main content area displays the 'Deposit Once' logo and the text 'Repository for Research Data and Publications'. A search bar is present with the placeholder text 'Search DepositOnce' and a 'Search' button. The footer contains copyright information and links to 'About DepositOnce', 'Policy', 'Contact', 'Imprint', and 'Privacy Statement'.

Step 1



Submission-Prozess in DepositOnce



The screenshot shows the DepositOnce login interface. At the top right, the user 'Monika Kuberek' is logged in, with a 'Logout' link and a 'Feedback' icon. The navigation bar includes 'Home', 'Search', 'Browse', and 'Publish' links. The main content area is titled 'DepositOnce - Test-Repositorium > Login'. A central box titled 'Login to DepositOnce' contains a registration link for new users, a prompt to enter email and password, two input fields (one containing 'monika.kuberek@tu-berlin.de' and the other masked with dots), a green 'Login' button, and a link for users who forgot their password. A grey arrow points to the 'Login' button. The footer contains copyright information for the Servicezentrum Forschungsdaten und Publikationen and links to 'About DepositOnce', 'Policy', 'Contact', 'Imprint', and 'Privacy Statement'.

Step 2

Submission-Prozess in DepositOnce



Monika Kuberek (Logout) | Feedback

Technische Universität Berlin

Home Search Browse Publish

TEST SYSTEM DepositOnce

DepositOnce - Test-Repositorium > Select Collection to Submit to

Submit: Choose Collection

Go to My Deposits

Select the collection you wish to submit an item to from the list below, then click "Next".

Collection Please choose a Collection ...

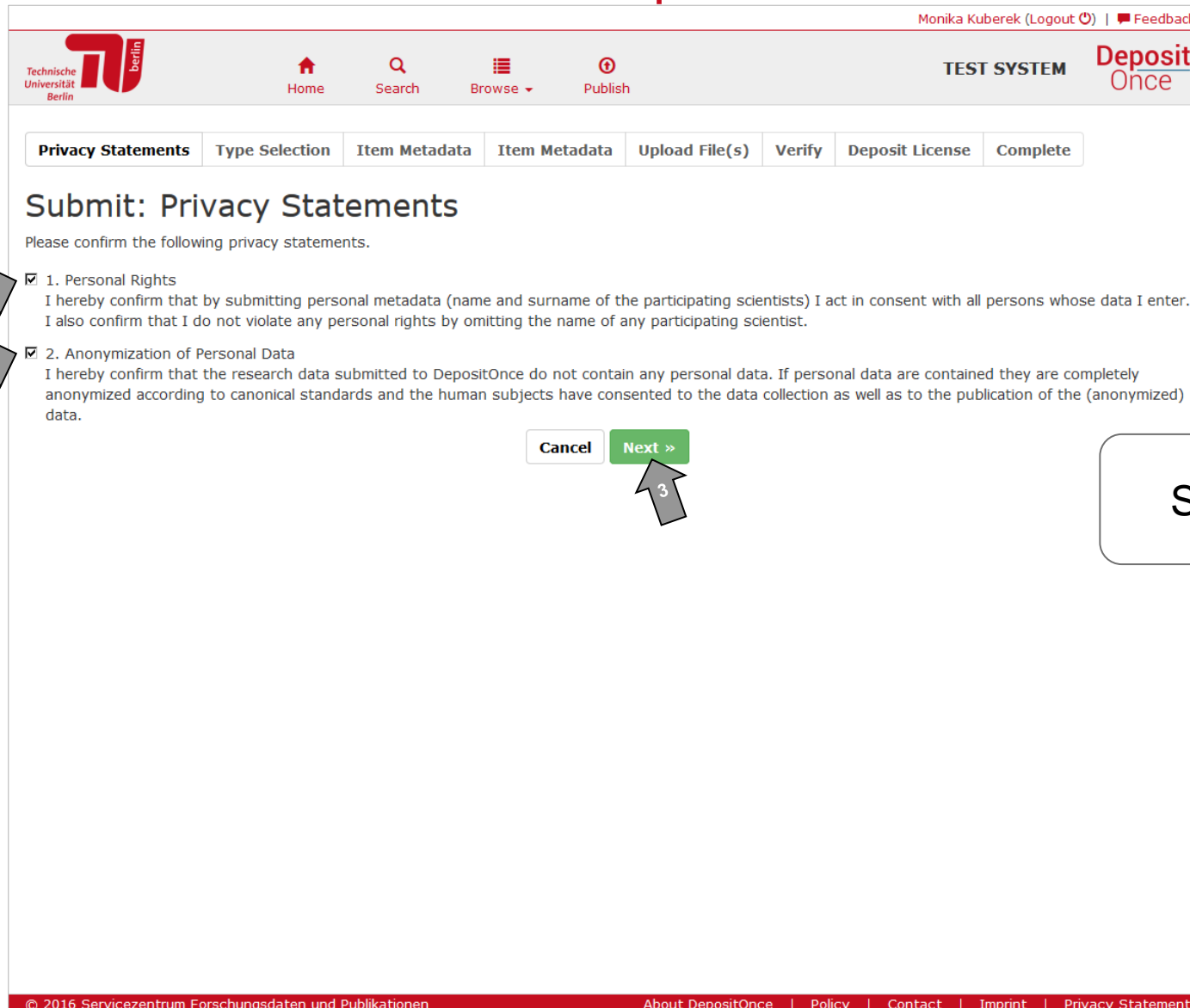
Cancel Next >>

© 2016 Servicezentrum Forschungsdaten und Publikationen | About DepositOnce | Policy | Contact | Imprint | Privacy Statement

Step 3



Submission-Prozess in DepositOnce



The screenshot shows the 'Submit: Privacy Statements' step of the DepositOnce submission process. The page header includes the Technische Universität Berlin logo, navigation links (Home, Search, Browse, Publish), the user name 'Monika Kuberek (Logout)', and a 'Feedback' link. The main navigation bar contains buttons for 'Privacy Statements', 'Type Selection', 'Item Metadata', 'Upload File(s)', 'Verify', 'Deposit License', and 'Complete'. The 'Privacy Statements' button is highlighted. The main content area contains two numbered items, each with a checked checkbox and a text description. Below the items are 'Cancel' and 'Next >>' buttons. A 'Step 4' callout box is positioned to the right of the 'Next >>' button. The footer contains copyright information and links to 'About DepositOnce', 'Policy', 'Contact', 'Imprint', and 'Privacy Statement'.

Monika Kuberek (Logout) | Feedback

Technische Universität Berlin

Home Search Browse Publish

TEST SYSTEM DepositOnce

Privacy Statements Type Selection Item Metadata Item Metadata Upload File(s) Verify Deposit License Complete

Submit: Privacy Statements


Please confirm the following privacy statements.

- 1. Personal Rights
I hereby confirm that by submitting personal metadata (name and surname of the participating scientists) I act in consent with all persons whose data I enter. I also confirm that I do not violate any personal rights by omitting the name of any participating scientist.
- 2. Anonymization of Personal Data
I hereby confirm that the research data submitted to DepositOnce do not contain any personal data. If personal data are contained they are completely anonymized according to canonical standards and the human subjects have consented to the data collection as well as to the publication of the (anonymized) data.

Cancel Next >>

Step 4

© 2016 Servicezentrum Forschungsdaten und Publikationen | About DepositOnce | Policy | Contact | Imprint | Privacy Statement



Submission-Prozess in DepositOnce

Technische Universität Berlin Home Search Browse Publish Monika Kuberek (Logout) | Feedback TEST SYSTEM **DepositOnce**

Privacy Statements | **Type Selection** | Item Metadata | Item Metadata | Upload File(s) | Verify | Deposit License | Complete

Type Selection

Please select a document type.

Publication Types

- Article
- Book
- Book Part
- Conference Object
- Conference Proceedings
- Doctoral Thesis
- Image
- Master Thesis
- Multimedia
- Periodical


Research Data Types

- Generic Research Data
- Audio
- Video
- Software

[<< Previous](#) | [Cancel](#) | [Next >>](#)

Step 5

© 2016 Servicezentrum Forschungsdaten und Publikationen | [About DepositOnce](#) | [Policy](#) | [Contact](#) | [Imprint](#) | [Privacy Statement](#)



Servicezentrum
Forschungsdaten
und
Publikationen
SZF

Submission-Prozess in DepositOnce

Monika Kuberek (Logout) | Feedback

Technische Universität Berlin

Home Search Browse Publish

TEST SYSTEM DepositOnce

- Privacy Statements
- Type Selection
- Item Metadata
- Item Metadata
- Upload File(s)
- Verify
- Deposit License
- Complete

Submit: Describe this Item

Please fill in the requested information about this submission below. In most browsers, you can use the tab key to move the cursor to the next input box or button, to save you having to use the mouse each time.

Enter the title.

Title * English

Enter the language(s) of the work.

Language *

- N/A
- English
- German
- Chinese
- French
- Italian

Enter the date of the first publication (year required).

Date of first publication * Month: (No Month) Day: Year:

If the item has any relations to other DOIs in DepositOnce, please enter them here. Use the "Reference" relation for connected publications. Use the "Supplement" relation for connected research data.

Relations Is Supplemented By + Add More

Choose a Creative Commons license for your work.

Creative Commons license

Enter an open content license for your work, e.g. GPL, MIT etc.

Other open content license

Enter some keywords. Please enter separate keywords by using "Add More".

Keywords * English + Add More

Step 6



Submission-Prozess in DepositOnce

Monika Kuberek (Logout) | Feedback

Technische Universität Berlin

Home Search Browse Publish

TEST SYSTEM DepositOnce

Privacy Statements Type Selection **Item Metadata** Item Metadata Upload File(s) Verify Deposit License Complete

Submit: Describe this Item

Please fill further information about this submission below.

Enter the name(s) of the author(s).

Author(s) *

Last name First name(s) + Add More

Enter the name(s) of other contributor(s).

Other Contributor(s)

Last name First name(s) + Add More

Enter an abstract. Please use "Add more" if you want to enter abstracts in other languages.

Abstract

English + Add More

You may enter the Project ID of the TU project that produced the data.

Project ID

<< Previous Cancel/Save **Next >>**

© 2016 Servicezentrum Forschungsdaten und Publikationen | About DepositOnce | Policy | Contact | Imprint | Privacy Statement

Step 7

Submission-Prozess in DepositOnce

- Privacy Statements
- Type Selection
- Item Metadata
- Item Metadata
- Upload File(s)**
- Verify
- Deposit License
- Complete

Submit: Upload a File

Please enter the name of the file on your local hard drive corresponding to your item. If you click "Browse...", a new window will appear in which you can locate and select the file on your local hard drive.

Please also note that the DSpace system is able to preserve the content of certain types of files better than other types. [Information about file types and levels of support for each](#) are available.



Select a file or drag & drop files ...

Step 8

Files To Upload


#	Name	Status	Description
	TUB_Forschungsdaten_Konzept_lang_20120315.pdf	✓	<input type="text"/>

- « Previous
- Cancel/Save
- Skip file upload >
- Next >>**



Submission-Prozess in DepositOnce

Monika Kuberek (Logout) | Feedback



Home Search Browse Publish

TEST SYSTEM





DepositOnce

Privacy Statements Type Selection Item Metadata Item Metadata Upload File(s) Verify Deposit License Complete

Submit: File Uploaded Successfully

Your file was successfully uploaded.

The table below shows the files which have uploaded for this item.


Primary Item	File	Size	Description	File Format	Access Settings
0	 TUB_Forschungsdaten_Konzept_lang_20120315.pdf	1405039 bytes	 None	 Change Adobe PDF (known)	 Change

Add Another File

You can verify that the file(s) have been uploaded correctly by:

- Clicking on the filenames above. This will download the file in a new browser window, so that you can check the contents.
- The system can calculate a checksum you can verify. [Click here for more information.](#) **Show checksums**

« Previous Cancel/Save **Next »**



Step 9

Submission-Prozess in DepositOnce

Monika Kuberek (Logout) | Feedback

Technische Universität Berlin

Home Search Browse Publish

TEST SYSTEM DepositOnce

Privacy Statements Type Selection Item Metadata Item Metadata Upload File(s) **Verify** Deposit License Complete

Submit: Verify Submission

Please check the metadata you have submitted. If anything is wrong or incomplete, please go back and correct it by using the "Correct one of these" buttons, or by clicking on the progress bar at the top of the page.

Uploaded files will be opened in a new tab or window. If necessary you can replace or add to already uploaded files.

Please click "Next" at the bottom of the page if all metadata is correct and complete.

Title	testx	Correct one of these
Language	English	
Date of first publication	12-Jul-2016	
Relations	None	
Creative Commons license	None	
Other open content license	None	
Keywords	Forschungsdatenmanagement	
Internal note	None	

Author(s)	Kuberek, Monika	Correct one of these
Other Contributor(s)	None	
Abstract	Langfassung des Konzepts zum Umgang mit Forschungsdaten in der TU Berlin ...	
Project ID	None	

Uploaded Files:	None	Add or Remove a File
-----------------	------	----------------------

[« Previous](#) [Cancel/Save](#) [Next »](#)


© 2016 Servicezentrum Forschungsdaten und Publikationen | [About DepositOnce](#) | [Policy](#) | [Contact](#) | [Imprint](#) | [Privacy Statement](#)

Step 10



Submission-Prozess in DepositOnce

Monika Kuberek (Logout) | Feedback



Home Search Browse Publish

TEST SYSTEM DepositOnce

- Privacy Statements
- Type Selection
- Item Metadata
- Item Metadata
- Upload File(s)
- Verify
- Deposit License**
- Complete

DepositOnce Deposit License

In order for DepositOnce to store and distribute your submission worldwide, you have to agree to the following terms. Please read the terms of this license carefully, and choose either the "reject" or "accept" at the bottom of the page. By clicking on the "Accept License" button, you indicate that you grant the following terms of the license.

Not granting the license will not delete your submission. Your item will remain in your "My DepositOnce" page. You can either remove the submission from the system, or agree to the license later in order to publish the item.

DEPOSIT LICENSE
(November 23rd 2015)

Agreement for the publication of research data on the institutional repository of TU Berlin *

TRANSFER OF RIGHTS TO THE REPOSITORY OPERATOR

1. I transfer to the Technische Universität Berlin – represented by the Universitätsbibliothek, Hauptabteilung 3 Elektronische Dienste – the non-exclusive, irrevocable right to store electronically the submitted research data and its metadata and to make it publicly available on the Internet. This includes all known and as yet unknown types of use.
2. I give permission to TU Berlin to pass the research data on to other repositories, archives, and if necessary, aggregators for the purpose of digital archiving and/or making it publicly available. This includes, for example, the digital archive of the German National Library, as well as other appropriate subject or regional repositories.

Reject License Accept License



Step 11

Submission-Prozess in DepositOnce



Monika Kuberek (Logout) | Feedback

Technische Universität Berlin

Home Search Browse Publish

TEST SYSTEM DepositOnce

- Privacy Statements
- Type Selection
- Item Metadata
- Item Metadata
- Upload File(s)
- Verify
- Deposit License
- Complete

Submit: Submission Complete!

Your submission will be reviewed by the repository staff. As soon as your submission has become a part of the collection you will be notified by email. If for some reason there is a problem with your submission you will be notified by email. You can check the status of your submission by going to the "My DepositOnce" page.



Step 12

- Go to My Deposits
- Submit another item to the same collection



TUB-DMP


- Web-Tool zur Erstellung von Datenmanagementplänen
- Datenmanagementplan (DMP)
 - Beschreibung des Kontexts, in dem die Forschungsdaten entstanden sind
 - Informationen zum Umgang mit den Forschungsdaten
 - Nachvollziehbarkeit > Nachnutzbarkeit der Forschungsdaten
- TUB-DMP als **Mehrwertdienst**
 - Step-by-Step Workflow für die strukturierte Eingabe von Metadaten in eine **Checklist**
 - Reduzierung des Eingabeaufwands durch **Übernahme von Daten aus dem Projektantrag**
 - Besonderer Mehrwert für Nutzer von DepositOnce durch „**DepositOnce-Standardwerte**“
 - PDF-Export und Mailversand
 - Versionierung
 - Sichere Speicherung, Backup
 - Verknüpfung mit dem Datensatz in DepositOnce (> Projektnummer)
- Erstellung Horizon 2020-konformer Datenmanagementpläne

Web-Tool

TUB DMP

➤ Interpretation und Nachnutzbarkeit der Forschungsdaten

TUB-DMP



TUB DMP

Create your Data Management Plan

Welcome

Get your account

TUB-DMP is limited to TUB members

Our service

- ✓ A step by step workflow
- ✓ A checklist for your DMP
- ✓ Prefilled categories
- ✓ A bundle of nice functions like:
 - E-mail your DMP to your colleagues
 - Export your DMP as PDF
 - Create new versions of your DMP
- ✓ TUB-DMP helps you easily to meet the requirements of Horizon 2020

[More Information](#)

[Get in touch with us](#)

Login

Please confirm:

I hereby confirm that the submitted data will be stored in TUB-DMP.

I hereby confirm that by submitting personal metadata (name and surname of the participating scientists) I act in consent with all persons whose data I enter. I also confirm that I do not violate any personal rights by omitting the name of any participating scientist.

Login

© 2017 Servicezentrum Forschungsdaten und Publikationen
[About TUB-DMP](#) | [Contact](#) | [Imprint](#) | [Privacy Statement](#)



Deposit-Lizenz für Forschungsdaten

- Übertragung von Rechten an die TU Berlin – einfach, zeitlich unbeschränkt
 - ... zur Speicherung und Verfügbarmachung im Internet
 - ... zur Verbreitung in andere Repositorien, Achive usw.
 - ... zur Veröffentlichung der Metadaten unter der Lizenz Creative Commons Zero (CC0)
 - ... zur Erstellung von Kopien und zur Konvertierung zum Zweck der Archivierung
 - Erklärung zu Urheber- und Persönlichkeitsrechten
 - Verfügung über das urheberrechtliche Nutzungsrecht > **Sind alle notwendigen Lizenzen eingeholt?**
 - Übereinstimmung von elektronischer Fassung und evtl. Printversion
 - Keine Verletzung von Persönlichkeitsrechten durch die Veröffentlichung > **anonymisierte Daten**
- Die Veröffentlichung in DepositOnce geht mit einem Vertragsabschluss einher.

Danke für Ihre Aufmerksamkeit!

Haben Sie Fragen?

Monika Kuberek

monika.kuberek@tu-berlin.de