# Registration of Research Data in Pure

*Please note that Pure is intended for the **registration** of records of datasets or data collections. **Do not use Pure to archive the actual data**. The actual data must be deposited in a data repository. If you have not yet archived your research data in a data repository or data archive, please do this first.*

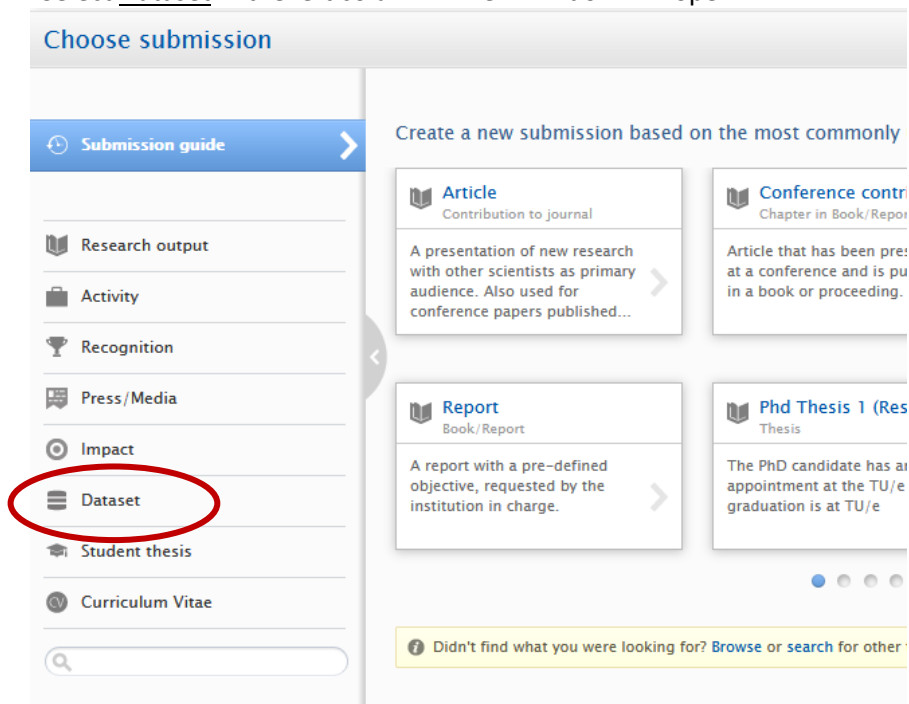## 1. Create a new dataset entry in Pure

- Go to the Pure homepage and make sure that you have selected the Personal tab at the top of the page.
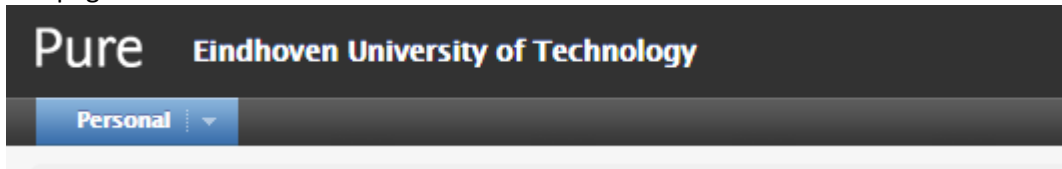
- Click on the green button + Add content.
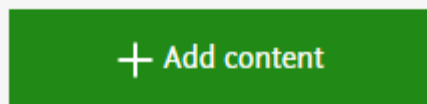
- Select Dataset in the left column. A new window will open.

2. Registering your dataset in Pure

- You can now enter the metadata of your data set.
- If you click on the i symbol next to each entry, you can read which information needs to be entered.

Title

Title and description help retrieving your dataset. Please enter the name of your project, title of the journal publication (if the data is related to the journal publication), title of your thesis, or provide a new title for the dataset.
If you have already deposited your data in a data repository (4TU.Centre for Research Data, DANS, Zenodo, etc.), please use the same title here as the title used in the data repository.

Description

Provide a brief description of the data set. What kind of data is included? What was the goal of the study?

People

Add all contributors to the content, either persons, organizational units or author groups. Typically, this will be: a) the authors/creators of the data, and b) an organizational affiliation (i.e., the university or department). If required, other roles (data collector, owner, funder, etc.) can be specified.
If you have already deposited your data in a data repository (4TU.Centre for Research Data, DANS, Zenodo, etc.), please enter in this field the same information that you entered under the Creator/Author field in those repositories.

Dataset managed by

The person managing the dataset is not necessarily the same person that deposited the dataset. Enter the person or organizational unit responsible for managing the dataset. In the former case, this may be the group leader, principal investigator, or perhaps a data manager/data steward if your group/department has such a role.

Data Availability

Specify where the dataset is available. Typically, this will be: a) via a link/DOI in a data repository or from a publisher, b) from a file location or in a physical location, e.g., if (part of) the dataset is on TU/e servers, or c) a combination thereof.

Publisher is a mandatory field: please enter the name of the entity that holds archives, publishes prints, distributes, releases, issues, or produces the resource. If the research data has been published in data repository, please enter the name of the data repository (e.g., 4TU.Centre for Research Data) as publisher.

If you have already deposited your data in a data repository with a DOI, please enter the DOI in the Add existing DOI field. If your dataset does not have a DOI, but you can instead provide a different identifier (e.g., Handle) or a URL to the dataset, please enter this in the Add link field.

Date made available is a mandatory field – please enter at least the year of publication of your data.

Access to the dataset

Most datasets in 4TU.Centre for Research Data will be available "open access" or in some cases "embargoed". If you are not sure what to enter here, please leave the default setting "Not set". The Pure back office team will adjust the setting if required.
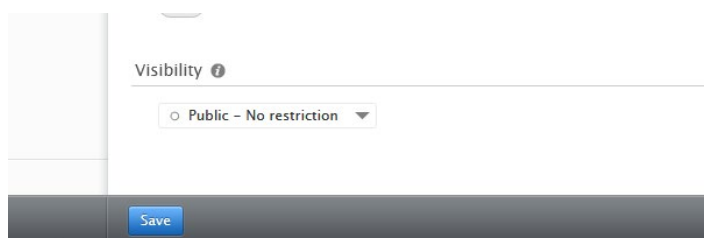
Access contact details

Please enter the person that deposited/registered the data, or alternatively the principal investigator or group leader.

Relations to other content

Here you can link your dataset to other research output or content. If your dataset is related to or part of a journal publication (Research Output)) or a PhD thesis (Student Thesis), you can easily link these items here. For example, if you select Research outputs, you can search for a publication or thesis that you want to link to the data set.

3. Save your new Dataset entry!

Do not forget to save the new entry by clicking Save at the bottom of the page! If you forget to save the new content, all entries will be lost and you have to start again.