

Depositing Data in Enlighten: Research Data

University of Glasgow RDM Team

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When you are ready to deposit your dataset, please complete the form below and email it to the [RDM team](#).

We can create a data record and reserve a DOI before you transfer the data files. This allows you to include the DOI in the data availability statement in your manuscript or thesis at the submission / edits stage, then deposit the data once you've finalised the manuscript and dataset.

Please note that the record will not go live and the DOI will not resolve to a landing page for the data until the data have been deposited and the record is made live.

Once you have the data ready for deposit please see

<https://www.gla.ac.uk/myglasgow/openresearch/researchdatamanagement/enlightenresearchdatainformation/> for transfer options.

Title of the dataset. <i>This can be the same as your paper/thesis if appropriate.</i>	
Description of the dataset. <i>This should be a brief outline of the nature and purpose of the dataset.</i>	
Does this dataset underpin a research article, thesis or other output?	
Article / thesis / other (please give brief description).	
Dataset creators. <i>Insert additional rows if needed. If there are a large number of creators, please paste them at the bottom of this document – please note that we need full names for disambiguation purposes.</i>	
Surname	Forename
Language used for data and documentation	
Who holds the copyright for this data? <i>This is usually University of Glasgow if all creators are staff. If there are creators from other institutions or who are students, this should be discussed with them.</i>	
Who is the corresponding author for this dataset?	
Name:	Email:
Please provide a link to any associated articles (if any). <i>Insert additional rows if needed.</i>	
Grants or funding associated with the dataset. <i>Insert additional rows if needed.</i>	
Funder	Grant award number

Time period over which the data was collected AND/OR temporal period the data covers.	
From:	To:
Was ethical approval required for the generation or use of this dataset?*	
Yes / No	
If yes, approval / application number:	
Approving committee:	
Date on which dataset can be made public?	
Does this dataset contain data which can be made openly available? **If so, please note that terms and conditions for open data applies: https://eprints.gla.ac.uk/279598/	
Yes / No	
Does this dataset contain data which needs controlled or restricted access? ** If so, please ensure that the necessary documentation is supplied along with the data files (eg a description of who would qualify for access and how this would be determined. If an end user agreement is needed, please arrange to have this drafted by the Legal Team). If more information is needed about these options, please contact the RDM team.	
Yes / No	
Are there any other restrictions needed on sharing any of the data in this dataset?	
Preferred licence type? If there are no preferences, we will publish the data under a Creative Commons Attribution Licence. https://creativecommons.org/	
Approximate size of the dataset? See below for a table of costs associated with depositing data in Enlighten: Research Data.	

* If you have answered 'Yes' to 'Was ethical approval required for the generation or use of this dataset?', please attach a sample consent form and participant information sheet / plain language statement along with this form.

** Please note that it is possible for a dataset to contain both open data and data which needs to be controlled or restricted. If this is the case, make sure the different subsets are separated and clearly labelled when provided for deposit.

What costs are associated with depositing my data in Enlighten: Research Data?

The cost of depositing data in Enlighten: Research Data is £1800 per-terabyte (excluding VAT). This is a one-off charge and guarantees secure data storage for ten years. This cost is likely to fall over time so we recommend that you check for the updated current cost periodically in this document.

Deposit size (Gb)	Cost (£)
0 – 5	Free
5 – 125	225

125 – 250	450
250 – 500	900
500 – 750	1350
750 - 1000	1800

It should also be straightforward to scale costs for datasets larger than one terabyte based on these figures. However, if in any doubt, please [contact the RDM team](#) for advice.

Funders who do not provide their own data centres (such as ESRC and NERC) will usually permit data storage costs to be included in grant applications. Costs relating to RDM are subject to the normal rules of grant funding, for example costs must be fully justified, be spent before the end date of the project and may only be charged for data produced by the project.