



Create a Project record in LSHTM Data Compass

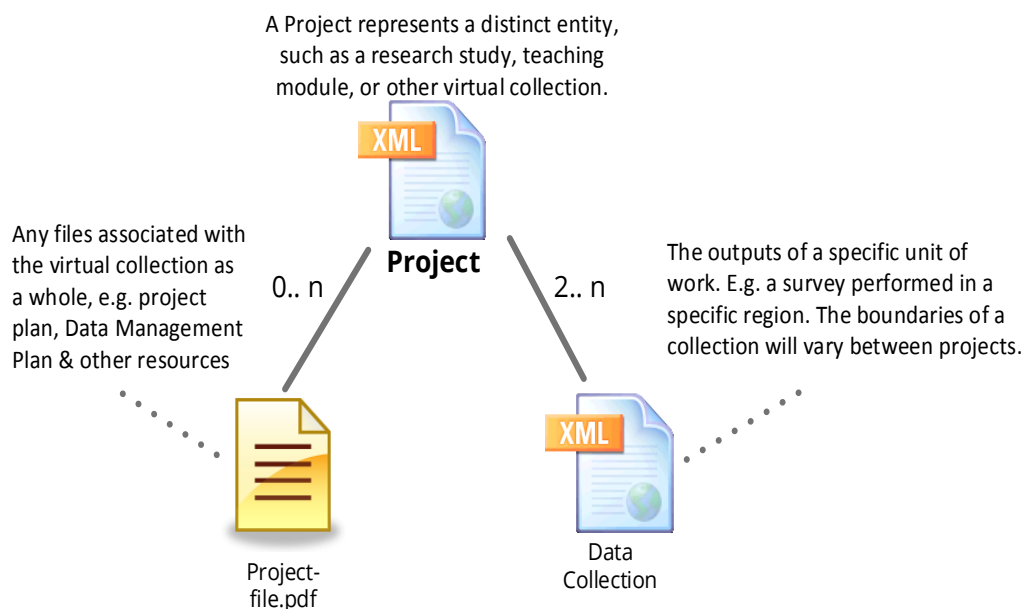
About this Guide

LSHTM Data Compass is a curated digital repository of research data and other reusable resources produced by LSHTM researchers and their collaborators.

This User Guide explains how LSHTM staff and students can create a Project record to group two or more Data collections previously submitted to the School's research data repository. Project examples can be found at <http://datacompass.lshtm.ac.uk/view/types/collection/>.

Organise resources held in LSHTM Data Compass

LSHTM Data Compass uses a simple data model comprised of three levels: Project, Data Collection, and File. The Data Collection is the key object in the repository – this is a metadata record that describes a qualitative/quantitative data resource and a set of support files.



A Project record will be created in cases where the LSHTM researcher wishes to create a virtual group of two or more Data Collections. Scenarios in which this may be helpful include:



- A study has published 2+ Data Collections in LSHTM Data Compass and wishes to provide a single Digital Object Identifier (DOI)
- An author is writing a paper that uses a quantitative dataset, interview transcript, search strategy and other resources in LSHTM Data Compass and wishes to create a virtual collection that enables them to be cited individually and as a whole.
- A lecturer is using 2+ Data Collections in a teaching module and wishes to provide a single URL within their teaching material.

Files can be uploaded and attached to the Project record in a similar way to the way they are attached to a Data Collection. This may be useful for resources related to the virtual collection.

Getting Started

1. Visit <https://datacompass.lshtm.ac.uk/cgi/users/login> and login using your LSHTM username & password.
2. Press the 'New Project' button in the user work area
3. Complete the Project form using the information below and upload relevant files
4. Submit the record for review using the 'Deposit Item Now' button.

Creating a Project Record

Field descriptions and examples answers can be obtained by clicking the  icon. Mandatory fields are labeled with a star  icon.

Field	Status ¹	Description	Examples
Locate associated data collections	M	<p>Collections may be located in 2 ways:</p> <ol style="list-style-type: none"> 1. Search: Enter its title in full or part and press the search button 2. Browse: The 'My Deposits' tab lists Data Collections that the user has previously published. <p>A Project record can only be linked to published Data Collections. Those in the work area will not be displayed.</p> <p>Once the relevant Data Collections has been found, link them to the Project by using the checkbox next to the title.</p>	
Title	M	The name of your virtual collection. This should differ from your paper's and data collection titles to avoid confusion	<p>Clinical code list for: "Validation of asthma recording in the Clinical Practice Research Datalink (CPRD)"</p> <p>Learning Clinical Epidemiology with R</p>
Funder	O	One or more organisations that financially support the work. This field auto completes for common funders.	Medical Research Council Wellcome Trust
Grant number	O	The research funder's grant no.	1234-5678-910
Study Description	M	A brief description of the project. This should be sufficient to understand its overall purpose and the reason that the Data Collections have been grouped under a common heading.	A systematic analysis of premature mortality and the prevalence and severity of ill-health. The data collection contains anonymised information for 21 geographic regions for 1990, 2005, and 2010
Project start & completion date	O	This may equate to a funding period, time that work was/will be performed, or some other time measurement	2018-01-01 – 2018-11-30

¹ Status: M = Mandatory, O = Optional

Identification number	O	Ignore – used for the project’s Digital Object Identifier (DOI)	
Creators	M	Name, email address and ORCID (if possible) of LSHTM and non-LSHTM researchers associated with the project. E.g. Principal/Co-Investigator, Work Package lead, Creator of the virtual collection. This will be used to generate the citation.	Jane Falconer orcid: 0000-0002-7329-0577
Project contact	M	Email address of the corresponding author.	gareth.knight@lshtm.ac.uk
Associated roles	O	LSHTM & non-LSHTM researchers who had an indirect role in the research. See Appendix 1 for a list of role types.	Sarah Whitmee, Andy Haines, Lancet Commission on planetary health
LSHTM Faculty/Department	O	One or more LSHTM faculty & departments in which the LSHTM researchers are based.	EPH : IDE
Research Centre	O	LSHTM Research Centre’s associated with the research	Cancer Survival Group
Research Group	O	Other LSHTM research groups to which the researcher(s) belongs	
Participating Institutions	O	One or more institutions to which the researchers belong and/or organisations that made a significant contribution to the project	London School of Hygiene & Tropical Medicine, London, United Kingdom
Geographic regions covered	O	Geographic regions relevant to the research, e.g. villages in which data collection took place.	London, United Kingdom
Related resources	O	Web resources associated with the data, e.g. project website, journal publication.	https://doi.org/12345
Additional Information	M	A free text field that can be used for any information about the Project that can't be provided elsewhere.	
Language	M	Language in which work was written	English
Publisher	M	The name of the organisation responsible for the virtual collection.	London School of Hygiene & Tropical Medicine
Describe each file (O)			
File description	M	A short description of the file content.	Study XYZ project plan
File purpose	M	A controlled list used to classify the file. See Appendix 1 for list.	Study instrument
Visibility	M	Controlled list used to specify the security level applied. See Appendix 3.	Visible to all
Licence	M	Licence conditions associated with the file that specify how it may be used.	Creative Commons Attribution- recommend for open files Data Sharing Agreement – a custom licence often used for restricted files
Content type	M	A controlled list used to describe the file content. See Appendix 4.	Audio
Retention period	O	The time period that the file should be held and made available.	Indefinite

Appendix 1: Associated Roles

A controlled list that allows the depositor to specify the type of contribution made to the research:

- Contact Person
- Data Collector
- Data Manager
- Distributor
- Editor
- Hosting Institution
- Producer
- Project Leader
- Project Member
- Registration Agency
- Registration Authority
- Related Person
- Researcher
- Research Group
- Rights Holder
- Sponsor
- Supervisor
- Work Package Leader
- Other

Other contributor types may be suggested by emailing researchdatamanagement@lshtm.ac.uk.

Appendix 2: Purpose of File

File purpose	Description
Data Management Plan	The original DMP submitted in the study proposal or an updated copy
Project Plan	The original or current version of the project plan
Project Report	Reports associated with the project
Project Resources	Other resources associated with the project virtual collection

Appendix 3: File Visibility

A controlled list used to specify the security level to be applied to the file.

Access level	Description
<i>Anyone</i>	File can be accessed by all users, without registration
<i>LSHTM and other registered users</i>	File can be accessed by users with an LSHTM login. Other users must complete and submit a request form. Registration of external users is not supported at present, but may be implemented at a later date.
<i>Request access for all</i>	Everyone must complete a request form. This is emailed to the corresponding author.

Appendix 4: Content Type

A controlled list used to specify the content contained within the file. This information is important for 3rd party services that use metadata published by the LSHTM data repository.

Type	Description
<i>Unspecified</i>	Default value. An error will be shown for records deposited without changing this value.
<i>Compressed Archive</i>	Files stored in a ZIP archive or other compressed format
<i>Audio</i>	Sound files, such as WAV, AIFF and others
<i>Dataset</i>	Qualitative or quantitative data
<i>Video</i>	Video recordings, such as AVI, MPG, MOV and others
<i>Interactive Resource</i>	A tool that includes some form of user interactive, e.g. a learning resource
<i>2D/3D model</i>	A 2D or 3D model created using a CAD package or similar tool.
<i>Script</i>	A script file created to process the data in some way, e.g. Python, STATA DO file.
<i>Slideshow</i>	A presentation such as those created in PointPoint or Prezi
<i>Software</i>	Source code or compiled version of a software tool
<i>Textual content</i>	Content stored as unstructured text
<i>Still Images</i>	Photographs or other images
<i>Other</i>	Everything else