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Data@UNIMI VS Drive guidelines

Data@UNIMI is an institutional, free and open repository which allows to deposit, consult and download research data produced by UNIMI researchers.

During the research process, it is very important to keep track of the data which is used, and this applies both for data generated ex-novo and for data produced by others and then re-used for carrying out research. Thus, **it is key for a researcher to be able to deposit data and work in progress in specific clouds/storage platforms** (such as one drive or google drive) accessible to the researcher and/or to a research group. Saving data in clouds/storage platforms in fact allows to deposit them and update them, ensuring a trustworthy and constant back-up of the work, as well as a platform for sharing such work. These aspects crucially support the research lifecycle.

Data@UNIMI also allows to deposit research data (datasets with files such as tables, images, questionnaires, software, etc.), and to upload research data before they are published in academic articles or other. **Differently to clouds and storage platforms, however, the research data which researchers upload to Data@UNIMI are accessible to any user using Data@UNIMI**.

It is therefore **crucial to decide whether data must be uploaded to Data@UNIMI or to cloud platforms**. Indeed, if a researcher mistakenly uploads data which is not yet anonymized on Data@UNIMI, he or she could face ethical and legal issues for having infringed GDPR or other regulations on personal data. A good rule of thumb for understanding which platform is more useful for your research data is the following: data that is still being analysed is best saved on a cloud drive, whilst data which is completed and has passed the gathering, editing, analysis and interpretation phases can be uploaded on Data@UNIMI. **Remember Data@UNIMI is a FAIR repository, thus it is devoted to publishing and sharing data that have been processed and/or represent the final stages of a research process and are thus ready for interoperability and reuse**. Importantly, ensure about the quality of the data using some useful tools and provide the maximum level of FAIRness in your data to allow its reproducibility and reuse. Finally, Dataverse can also be used during a review process, when an author has submitted a finalized dataset related to a publication to a journal and is awaiting feedback and submission. Data@UNIMI in fact generates a DOI and a private URL which can be sent to an academic journal,

allowing reviewers to access data during the review process. For further information, check the guidelines on How to share data related to a publication.

Below is a useful grid for **deciding whether research data should be uploaded to Data@UNIMI or to a cloud/storage platform**:

Scenario	*Use Data@UNIMI*	*Use clouds/storage platforms*
To organize data during the research process (collection, editing, analysis, interpretation of data)		X
To share confidential data (e.g., non-anonymized data) with other researchers involved in the research project		X
To share data with other researchers involved in the research project during the research process (collection, editing, analysis, interpretation of data)		X
To store and share data with individuals/researchers external to the research project, applying appropriate licenses	X	
To deposit data (work or final) resulting from research, whether related to a publication or not	X	X
To deposit publications resulting from research		X
To facilitate public and open access to research data and ensure others the possibility of reusing them, for example, replicating the conducted research	X	
To specify the terms of access to the research data used	X	
To deposit research data in the medium term (e.g., for the entire duration of a doctoral program/affiliation)		X
To deposit research data in the long term according to the FAIR (Findable, Accessible, Interoperable, Reusable) principles	X	
To provide metadata for research data, ensuring greater understanding of the used research data	X	

To connect research data to a published contribution (e.g., a journal article)	X	
To keep data private until the publication of the final research product	X	X
To associate research data with a contribution (using the data) under review, thereby allowing access to the journal	X	
To generate a DOI related to research data/data folders, usable to communicate the publication of open access research data to: • funding entities and/or • scientific journal and/or • scientific communities • other individuals/entities	X	
Raw data, working data, deliverables and text documents.	If you consider some of your final raw data relevant enough to be upload to Dataverse, make sure that your dataset is named ***'Work data for*** *"name of the experiment"/"title of the publication"'.*	X

- For more difficult situations which do not apply to the above scheme or if you still have some questions, contact Data@UNIMI support.
- Didn't find what you are looking for? Check the guide or the UNIMI data management website.