



BRAC University Library

Research Data Repository User Guide

Step-by-Step Data Submission Using Dataverse

Repository: dataverse.bracu.ac.bd

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1. Purpose and Scope

This user guide explains how to submit research data to the BRAC University Research Data Repository using Dataverse. It is intended to help researchers prepare, describe, upload, submit, and publish datasets in a consistent, ethical, discoverable, and reusable manner.

The guide applies to Dataverse collections that support either direct publication or submission for curator review. Users should always deposit data in the most appropriate faculty, department, project, research centre, or institutional Dataverse collection.

1.1 Objectives of the Guide

- Provide a clear step-by-step workflow for dataset submission.
- Improve the quality and consistency of dataset metadata.
- Promote ethical data sharing, privacy protection, access control, and proper documentation.
- Support long-term preservation, discovery, reuse, and citation of BRAC University research data.
- Define the basic responsibilities of submitters, supervisors, departments, and library curators.

Institutional policy statement: Research data submitted to the repository should be accurate, well documented, and legally and ethically shareable. Submitters must ensure that sensitive or personal information has been removed, anonymized, or appropriately restricted before submission. The Library may review submissions for metadata quality, file organization, access settings, and compliance before publication.

2. Roles and Responsibilities

Role	Main Responsibilities
Submitter / Researcher	Prepares data files, enters metadata, uploads files, selects access conditions, and responds to curator feedback.
Principal Investigator / Supervisor	Verifies that the dataset is complete, ethically shareable, and aligned with project, funder, or publication requirements.
Department / School Representative	Provides confirmation or approval when departmental review is required by institutional practice.
Library Data Curator	Reviews metadata quality, file organization, documentation, access conditions, and overall submission completeness.
Repository Administrator	Manages user permissions, Dataverse collections, publication workflow, DOI or persistent identifier settings, and technical support.
ICT / Technical Support	Supports platform access, system availability, authentication, and technical troubleshooting when required.

3. Before You Start

Prepare the following materials and complete the required checks before opening a new dataset record. Good preparation reduces curator feedback, improves dataset quality, and makes the data easier to understand and reuse.

Prepare These Files	Check These Requirements
Dataset file(s), preferably CSV for tabular data	You have the right to share the data.
README file	Personal identifiers are removed, anonymized, or properly restricted.
Codebook or data dictionary for tabular data	Ethics approvals, NDAs, and funder requirements are

Prepare These Files	Check These Requirements
	respected.
Analysis scripts or code, if used	Sensitive files are clearly separated from open files.
Supporting documents such as protocol, instrument, or consent template, where applicable	File names are clear and consistent.

3.1 Recommended File Naming Practice

Type	Example
Recommended	dataset_main_cleaned_2026.csv
Recommended	readme_dataset_description.txt
Recommended	data_dictionary_variables.xlsx
Avoid	finaldata_new_latest2.xlsx
Avoid	data123.csv

3.2 Ethical and Legal Checks

- Confirm that the dataset does not contain personally identifiable information unless proper permission, anonymization, or restriction is in place.
- Check whether consent forms, ethics approval, funder requirements, publisher requirements, or project agreements allow data sharing.
- Remove or mask names, student IDs, phone numbers, email addresses, addresses, hospital IDs, financial information, and other confidential information.
- If the data cannot be openly shared, prepare a clear reason for restricted access or embargo.

4. Workflow at a Glance

Step	Action	What You Do	Result
1	Log in	Access the repository using the available institutional sign-in method.	Your account name appears in the top menu.
2	Choose Dataverse	Select the correct faculty, department, project, or institutional collection.	You are working in the right collection.
3	Create dataset	Click Add Data > New Dataset.	A draft dataset record opens.
4	Add metadata	Complete title, authors, contact, description, keywords, subject, related outputs, and funding information.	The dataset becomes understandable and discoverable.
5	Upload files	Add data files, README, codebook, scripts, and supporting files.	Files are attached to the draft.
6	Set license and access	Choose a license and decide which files are open, restricted, or embargoed.	Reuse and access conditions are clear.
7	Review and submit/publish	Publish directly or submit for curator review according to the collection workflow.	The dataset is released or routed to a curator.

5. Step-by-Step Submission Procedure

Step 1. Log In

- Go to dataverse.bracu.ac.bd and click Log In.
- Use the institutional login method available on the site.
- Confirm that your name appears in the top menu after login.

Why this matters: You must be logged in before you can create, edit, or submit a dataset.

Figure 1. Login page of BRAC University Dataverse.

Step 2. Choose the Correct Dataverse

- Use the search bar to find your faculty, department, project, or institutional Dataverse.
- Open the Dataverse page and review the scope in the About section.
- If you are unsure, contact the Library before publishing.

Why this matters: Depositing in the correct collection improves visibility, ownership, and workflow routing.

Figure 2. Example of search results when selecting the appropriate Dataverse.

Step 3. Create a New Dataset

- Within the selected Dataverse, click Add Data > New Dataset.

- A new draft dataset page will open.
- Save the draft if you are uploading many files or need to return later.

Why this matters: Do not delay saving the draft if the submission contains many files.

Q

Advanced Search

+

Add

New Dataverse

New Dataset

✓

Dataverses (0)

✓

Datasets (7)

✓

Files (133)

Metadata Source

BRAC University Data Repository (4)

BRAC University (3)

Publication Year

2026 (2)

2025 (5)

Publication Status

Published (5)

Draft (2)

Author Name

BRAC Institute of Governance and Development (BIGD) (6)

BRAC (1)

1 to 7 of 7 Results

The feedback state: hearing & responding to Bangladeshi citizens during the COVID19 pandemic

Draft

Mar 31, 2026

BRAC Institute of Governance and Development (BIGD), 2025, "The feedback state: hearing & responding to Bangladeshi citizens during the COVID19 pandemic", <https://doi.org/10.5072/FK217E8H3>, BRAC University Data Repository , DRAFT VERSION, UNF:6.PMOQx3WsUmDVJD2rFqVHdw== [fileUNF]

The Accountability Research Center (ARC) is an action-research incubator based at the School of International Service at American University in Washington, DC. ARC's goal is to strengthen and learn from the work of civil society organizations and policy reformers (or 'action-strategists') on the frontlines of accountability initiatives in the globa...

Impact Assessment Study of RDP (IAS) (R-3)_2001

Draft

Mar 31, 2026

BRAC Institute of Governance and Development (BIGD), 2026, "Impact Assessment Study of RDP (IAS) (R-3)_2001", <https://doi.org/10.5072/FK2CKUHEZ>, BRAC University Data Repository , DRAFT VERSION, UNF:6.EiAbiQtzF512mY++vLjmQ== [fileUNF]

This is a roster data including BRAC training, poultry, vegetables, market price, village profile data.

The feedback state: hearing & responding to Bangladeshi citizens during the COVID19 pandemic

Mar 5, 2026

Figure 3. Add Data menu showing the New Dataset option.

Step 4. Complete the Dataset Metadata

- Add a clear and descriptive title.
- Add all contributors as authors and include affiliation and ORCID where available.
- Provide at least one valid contact email address.
- Write a concise but informative description of the dataset, including coverage, methods, and limitations.
- Add 5 to 10 keywords and choose the most relevant subject area.
- Add related publications, DOI/URL, and funding details where applicable.

Why this matters: Good metadata is essential for discovery, citation, and future reuse.

Citation Metadata

Title *

Author *

Name *

Affiliation *

Identifier Type *

Identifier *

Point of Contact *

Name *

Affiliation *

E-mail *

Description *

This field supports only certain HTML tags.

Text *

Date *

Subject *

Keyword *

Term *

Term URI *

Controlled Vocabulary Name *

Controlled Vocabulary URL *

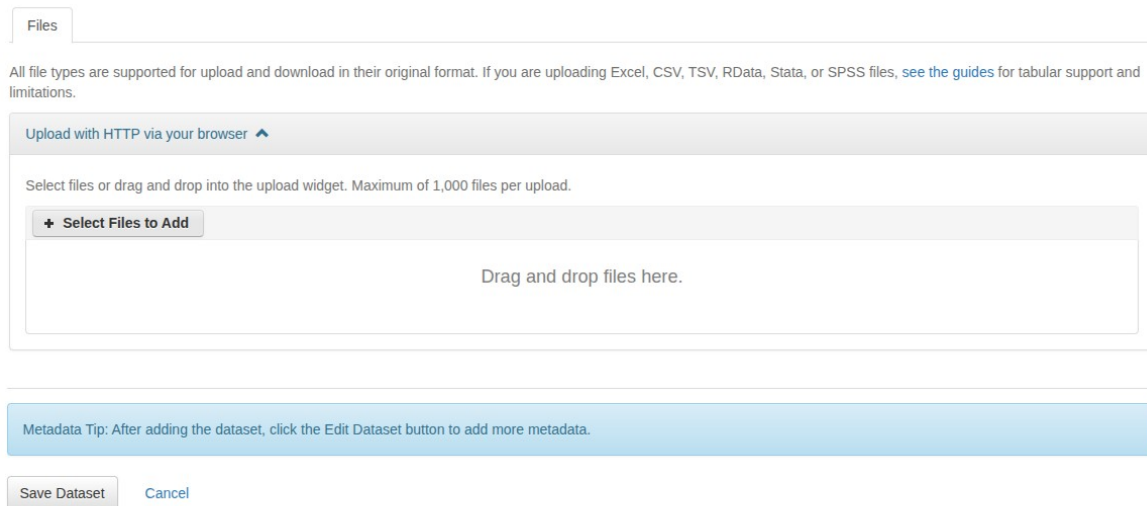
Related Publication *

Relation Type *

Step 5. Upload Files

- Upload the dataset files together with the README, codebook or data dictionary, and scripts where relevant.
- Use clear file names such as dataset_main.csv, readme.txt, codebook.pdf, and analysis_script.R.
- Keep open and restricted files clearly distinguishable.

Why this matters: The README should explain file contents, variables, software requirements, and how the data should be cited.



The screenshot shows a web interface for uploading files. At the top, there is a tab labeled 'Files'. Below it, a message states: 'All file types are supported for upload and download in their original format. If you are uploading Excel, CSV, TSV, RData, Stata, or SPSS files, [see the guides](#) for tabular support and limitations.' Below this message is a section titled 'Upload with HTTP via your browser' with a small upward arrow icon. Inside this section, there is a text prompt: 'Select files or drag and drop into the upload widget. Maximum of 1,000 files per upload.' Below the prompt is a button labeled '+ Select Files to Add'. Underneath the button is a large rectangular area with the text 'Drag and drop files here.' At the bottom of the form, there is a light blue banner with the text: 'Metadata Tip: After adding the dataset, click the Edit Dataset button to add more metadata.' Below the banner are two buttons: 'Save Dataset' and 'Cancel'.

Figure 5. File upload area in the dataset draft.

Step 6. Add File-Level Descriptions

- Review each uploaded file.
- Add a short description explaining what the file contains and how it should be used.
- Use file tags such as Data, Documentation, Code, Questionnaire, Image, or Supplementary Material if the option is available.

Why this matters: File-level descriptions help users quickly understand which files are needed.

Step 7. Select a License and Terms of Use

- Choose an appropriate license such as CC0 or CC BY when the data can be shared openly.
- Use custom terms only when required by agreements, ethics restrictions, or funder rules.
- Confirm that co-authors and project partners agree to the selected license or terms.

Why this matters: Licensing should match your legal and ethical ability to share the data.

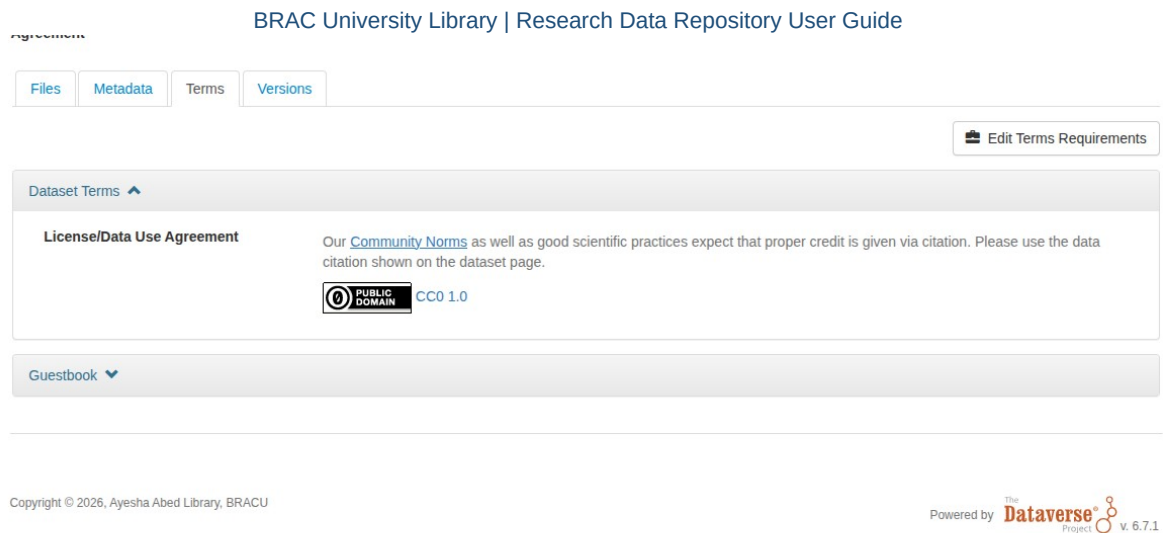


Figure 6. License and terms area of the dataset form.

Step 8. Set Access Controls

- Open access means metadata and files are publicly downloadable.
- Restricted access keeps metadata visible but requires permission before files can be downloaded.
- You may restrict only selected files, for example keeping anonymized data open and raw sensitive files restricted.
- Use embargo only when the data should become available after a specific date.

Why this matters: Access can be managed at the file level, which is useful for mixed datasets.

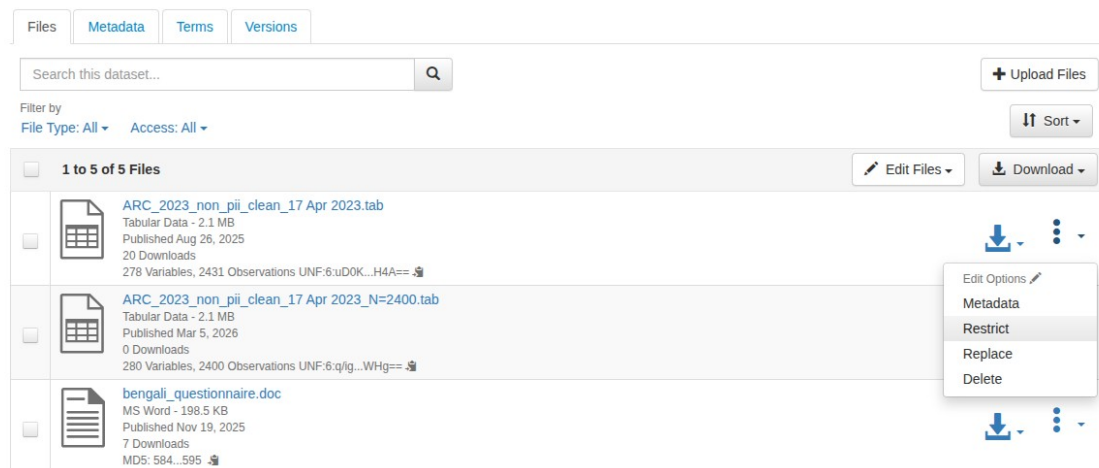


Figure 7. Example of uploaded files and file-level actions.

Step 9. Save the Draft and Review

- Save the dataset as a draft.
- Review all metadata, files, file names, access settings, and licensing choices.
- Confirm that sensitive information is protected and the README is included.

Why this matters: A careful review reduces curator queries and post-publication corrections.

Step 10. Choose the Publication Pathway

- If your Dataverse supports direct publication, click Publish Dataset and confirm.

- If your Dataverse uses a review workflow, click Submit for Review and respond to curator comments if requested.
- The available button on the dataset page tells you which workflow applies.

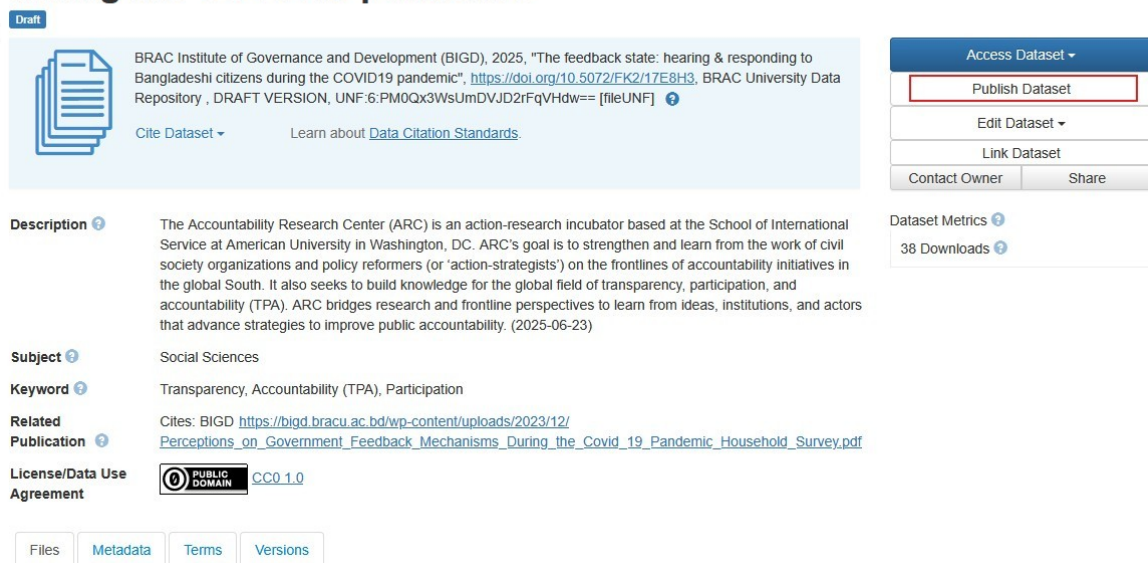
Why this matters: Do not assume every Dataverse uses the same workflow.

Step 11. Direct Publish or Submit for Review

- Use Direct Publish only when you are authorized to publish directly.
- Use Submit for Review when curator approval is required before publication.
- If corrections are requested, revise the dataset and resubmit it for final review.

Why this matters: The publication pathway determines whether the dataset is released immediately or reviewed first.

The feedback state: hearing & responding to Bangladeshi citizens during the COVID19 pandemic



Draft

BRAC Institute of Governance and Development (BIGD), 2025, "The feedback state: hearing & responding to Bangladeshi citizens during the COVID19 pandemic", <https://doi.org/10.5072/FK2/17E8H3>, BRAC University Data Repository, DRAFT VERSION, UNF:6:PM0Qx3WsUmDVJD2rFqVHdw== [fileUNF]

Cite Dataset ▾ Learn about [Data Citation Standards](#).

Access Dataset ▾

- Publish Dataset
- Edit Dataset ▾
- Link Dataset
- Contact Owner
- Share

Description ⓘ The Accountability Research Center (ARC) is an action-research incubator based at the School of International Service at American University in Washington, DC. ARC's goal is to strengthen and learn from the work of civil society organizations and policy reformers (or 'action-strategists') on the frontlines of accountability initiatives in the global South. It also seeks to build knowledge for the global field of transparency, participation, and accountability (TPA). ARC bridges research and frontline perspectives to learn from ideas, institutions, and actors that advance strategies to improve public accountability. (2025-06-23)

Subject ⓘ Social Sciences

Keyword ⓘ Transparency, Accountability (TPA), Participation

Related Publication ⓘ Cites: BIGD https://bigd.bracu.ac.bd/wp-content/uploads/2023/12/Perceptions_on_Government_Feedback_Mechanisms_During_the_Covid_19_Pandemic_Household_Survey.pdf

License/Data Use Agreement ⓘ  CC0 1.0

Files Metadata Terms Versions

Dataset Metrics ⓘ

38 Downloads ⓘ

Figure 8. Example of a dataset page with the Publish Dataset button.

Info – This draft version needs to be published. When ready for sharing, please **publish** it so that others can see these changes.

The feedback state: hearing & responding to Bangladeshi citizens during the COVID19 pandemic

Draft



BRAC Institute of Governance and Development (BIGD), 2025, "The feedback state: hearing & responding to Bangladeshi citizens during the COVID19 pandemic", <https://doi.org/10.5072/FK2/17E8H3>, BRAC University Data Repository, DRAFT VERSION, UNF:6:PM0Qx3WsUmDVJD2rFqVHdw== [fileUNF]

Cite Dataset

Learn about [Data Citation Standards](#).

Access Dataset

Publish Dataset

Edit Dataset

Link Dataset

Contact Owner

Share

Dataset Metrics

38 Downloads

Description

The Accountability Research Center (ARC) is an action-research incubator based at the School of International Service at American University in Washington, DC. ARC's goal is to strengthen and learn from the work of civil society organizations and policy reformers (or 'action-strategists') on the frontlines of accountability initiatives in the global South. It also seeks to build knowledge for the global field of transparency, participation, and accountability (TPA). ARC bridges research and frontline perspectives to learn from ideas, institutions, and actors that advance strategies to improve public accountability. (2025-06-23)

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License/Data Use Agreement



CC0 1.0

Figure 9. Example of a dataset page with the Submit for Review button.

Step 12. After Publishing

- Copy the dataset citation and use it in papers, theses, reports, and related outputs.
- Use dataset versioning for updates and write clear version notes.
- Link related outputs such as article DOI, DSpace record, or code repository in the metadata.

Why this matters: Once published, the dataset becomes part of the scholarly record.

6. Metadata Entry Guide

Metadata describes the dataset and helps users find, understand, cite, and reuse it. Complete metadata carefully and consistently.

Metadata Field	Guidance
Title	Use a clear and descriptive dataset title. Avoid vague titles such as Research Data or Final Dataset.
Author	Add all dataset creators in the correct order. Include affiliation and identifier information where available.
Contact	Provide a valid email address for dataset-related queries.
Description	Summarize what the dataset contains, how it was produced, what it can be used for, and any important limitations.
Subject	Select the most relevant subject category.
Keywords	Add discipline-specific and general keywords to improve discovery.
Related Publication	Add article, thesis, report, conference paper, DOI, or URL information if the dataset supports a publication.
Grant / Project	Include funder, grant number, project title, and principal investigator where applicable.
Data Collection Method	Briefly mention survey, experiment, simulation, interview, observation, instrument, or secondary data source.
Time Period	Mention the period during which the data were collected or generated.
Geographic Coverage	Mention location or country if relevant and shareable.
Software	Mention software required to open, run, or analyze the

Metadata Field	Guidance
	files, if applicable.

6.1 Example Dataset Description

This dataset contains cleaned survey data, data dictionary, and analysis scripts generated for a study on students' use of academic library resources. The dataset includes anonymized responses, variable descriptions, and the code used to produce descriptive statistics. Personal identifiers have been removed before submission.

7. File Upload and File-Level Description

Each uploaded file should be understandable on its own and should include a short file-level description. This helps users identify which file they need and how the files relate to each other.

File Name	Recommended Description	Suggested Tag
dataset_main.csv	Main cleaned dataset used for analysis.	Data
data_dictionary.xlsx	Variable names, labels, definitions, values, and units.	Documentation
readme.txt	General information about files, methods, and reuse instructions.	Documentation
analysis_code.R	R script used for statistical analysis and figure generation.	Code
questionnaire.pdf	Survey questionnaire used for data collection.	Instrument

7.1 File Format Guidance

- Prefer CSV instead of Excel for tabular data when possible, while also keeping the original Excel file if necessary.
- Use TXT or PDF/A for documentation when long-term preservation is important.
- Compress large multi-file datasets into a ZIP file only when the folder structure is necessary.
- Avoid uploading temporary files, duplicate files, or files with unclear names.

8. Access, Embargo, License, and Terms of Use

Access Option	When to Use
Open Access	Use when the data are safe, ethical, and legally allowed to be shared publicly.
Restricted Access	Use when users may discover the dataset but require permission to access the files. Provide a clear reason.
Embargo	Use when the dataset should remain closed until a specific date, for example due to pending publication, patent review, or funder conditions.
Metadata-Only Record	Use only when files cannot be shared but a public record of the dataset is useful for discovery and accountability.

8.1 License and Terms of Use

A license defines how other users may reuse the dataset. Select a license only when you have the right to share the data under that license. For restricted data, clearly describe the terms of access and reuse. When in doubt, consult the Library data curator or institutional authority before publication.

9. Curatorial Review and Publication

For quality assurance, BRAC University Library may apply a mediated review process before publishing datasets. The Library data curator or repository administrator may check the following items:

- Completeness and clarity of metadata.
- Availability of README file and data dictionary where appropriate.
- File organization, file names, and file descriptions.
- Appropriate access conditions, embargo, and restriction reason.
- Absence of obvious personal, confidential, or sensitive information in openly shared files.
- Consistency between dataset description, file contents, and related publications.

If revisions are required, the dataset may be returned to the submitter with comments. The submitter should revise and resubmit the dataset for final review.

9.1 Publication Pathways

Pathway	When It Is Used	What Happens Next
Direct Publish	Used in Dataverses where depositors are allowed to publish directly.	Click Publish Dataset, confirm the action, and the dataset becomes publicly available based on the chosen access settings.
Submit for Review	Used in Dataverses that require curator approval before publication.	Click Submit for Review. A curator checks the submission and may request revisions before publication.

10. Post-Publication Updates and Dataset Citation

10.1 Dataset Versioning

If a published dataset requires correction or update, the submitter should create a new version according to the Dataverse workflow. Version history helps users understand changes over time and preserves the integrity of the scholarly record.

10.2 Dataset Citation

After publication, the dataset should be cited in publications, reports, theses, and presentations. A complete data citation normally includes author, year, dataset title, repository name, version, and persistent identifier such as DOI if available.

Example citation format: Author(s). (Year). Title of dataset [Dataset]. BRAC University Research Data Repository. Version number. Persistent identifier.

11. Recommended README Structure

README Section	What to Include
Dataset Title	Full title of the dataset.
Creators	Names, affiliations, and contact information of dataset creators.
Project Background	Brief summary of the research project and purpose of the data.
File List	List all files and describe the purpose of each file.
Methods	Explain how data were collected, generated, cleaned, or processed.

README Section	What to Include
Variables	Define variables, units, coding, missing values, and abbreviations.
Software	Mention required software, version, packages, or scripts.
Access Notes	Explain restrictions, embargo, confidentiality, or special reuse conditions.
Citation	Provide recommended dataset citation and related publication information.
Contact	Provide email address for questions about the dataset.

12. Submission Checklist

Check	Item
☐	Dataset title is clear and descriptive.
☐	All authors/creators are included in the correct order.
☐	Contact email is valid.
☐	Dataset description explains content, purpose, and method.
☐	Subject and keywords are added.
☐	Related publication, grant, or project information is added if applicable.
☐	All required data files are uploaded.
☐	README file is attached.
☐	Data dictionary or codebook is attached where needed.
☐	File names are meaningful and consistent.
☐	File-level descriptions are added.
☐	Sensitive or personal information has been removed, anonymized, restricted, or embargoed.
☐	Access level, embargo, license, and terms of use are selected correctly.
☐	Supervisor, PI, or department approval is obtained if required.
☐	Final review has been completed before submission.

13. Support and Contact

For assistance with dataset submission, metadata, file preparation, access settings, embargo, DOI/citation, or repository workflow, contact the Library repository support team.

Contact Point	Details
Repository Support	[Insert support email address]
Ayesha Abed Library	BRAC University
Repository URL	dataverse.bracu.ac.bd
Office/Extension	[Insert phone or extension]

Appendix A. Quick Submission Guide

1. Log in to the BRAC University Dataverse repository.
2. Open the correct Dataverse collection.
3. Click Add Data and select New Dataset.
4. Enter required metadata: title, author, contact, description, subject, and keywords.
5. Upload data files and supporting documentation.
6. Add file descriptions and tags.
7. Select access level: open, restricted, embargoed, or metadata-only as applicable.
8. Choose license or terms of use.
9. Save as draft and review carefully.
10. Submit for review or publish according to repository permission.
11. Respond to curator feedback if revisions are requested.
12. Cite the published dataset using the repository citation.

Appendix B. README Template

Dataset title: _____

Creators and affiliations: _____

Contact person/email: _____

Date or time coverage: _____

Geographic or location coverage: _____

Methodology and instruments: _____

Files included and short descriptions: _____

Variable notes and missing-value codes: _____

Software needed, if any: _____

License or terms: _____

How to cite this dataset: _____

Appendix C. Data Dictionary Template

Variable Name	Description	Type	Units	Allowed Values	Missing Code

Appendix D. Sample Email to Submitter After Curator Review

Subject: Dataset Submission Review Feedback

Dear [Submitter Name],

Thank you for submitting your dataset to the BRAC University Research Data Repository. Please complete the following revisions before publication:

1. Revise the dataset description for clarity.
2. Add a README file.
3. Provide file-level descriptions for all uploaded files.
4. Confirm whether any files require restricted access or embargo.

After completing the revisions, please resubmit the dataset for review.
Regards, Ayesha Abed Library, BRAC University