Tracking glacier response to climate change



# SPRINGER NATURE RESEARCH DATA SUPPORT FOR INSTITUTIONS

## Guide for Research Data Support token administrators

This guide is aimed at research support staff, librarians or other organisational representatives who administrate the sharing and usage of Springer Nature Research Data Support.

**SPRINGER NATURE**
**Research Data Support**

# Springer Nature Research Data Support

Springer Nature Research Data Support is an optional Springer Nature service available to researchers who have datasets they want to make findable, citable and shareable. Researchers can access the services through the manuscript submission systems of certain Springer Nature journals or directly from the Research Data Support website.

**Visit the Research Data Support website:**
bit.ly/2Jo9XHq

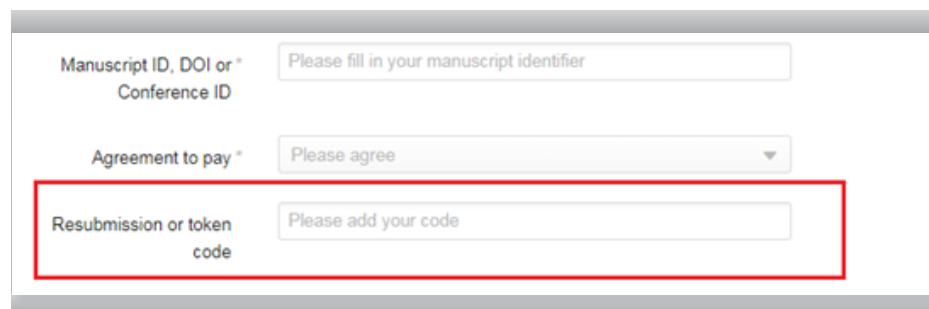**Access the Research Data Support submission system:**
bit.ly/2Cts8Wg

▌ **Learn more about Research Data Support**

▌ **Submit to Research Data Support**

# Research Data Support tokens

Research Data Support tokens are unique alphanumeric codes which can be used by researchers when using the Springer Nature Research Data Support service.

When submitting datasets and metadata to the Springer Nature figshare submission portal, there will be an opportunity to enter a Research Data Support token alongside the dataset and its metadata.

| Manuscript ID, DOI or *
Conference ID | Please fill in your manuscript identifier |
| Agreement to pay * | Please agree ▼ |
| Resubmission or token code | Please add your code |

Researchers who enter a valid token are not invoiced for the cost of curation for datasets up to 50GB in size. A dataset can include any number of files as long as they are below the storage limit of 50GB. For larger datasets, an excess storage fee may apply and an invoice will be sent directly to the researcher.

# Administrating Research Data Support tokens

When an organisation or institution purchases Research Data Support tokens, we will provide these directly to the individual nominated as the token administrator in the Research Data Support agreement.

As your institution's nominated administrator, you will be able to share these tokens directly with researchers.

The criteria for providing tokens to particular researchers can be decided by the institution. Researchers who are provided with tokens are responsible for protecting them and we recommend that you, as the token administrator, advise researchers of this at the time when the token is provided to them.

# Eligible datasets

Any dataset, relating to any research discipline or subject area, is eligible for submission to Springer Nature Research Data Support using a token.

Before data curation begins, Springer Nature Research Data Editors undertake a number of checks to ensure that the dataset is suitable for the service.

There are three key reasons why a dataset may not be suitable for the service:

1. The dataset is not currently under submission at a Springer Nature journal, or has not already been published in a journal or book by another trusted publisher.

2. The dataset is of a type which would be more appropriately shared in a disciplinary repository – for example, genomics data.

3. The dataset contains sensitive information, direct human identifiers or multiple indirect human identifiers.

While the institution and its token administrator are solely responsible for making Research Data Support tokens available to their researchers, it is recommended that these restrictions are taken into account before tokens are shared. In cases where a researcher uses a token on a dataset which is found to be ineligible, the token will be voided and you will be issued a replacement token.

# Token expiry

Tokens will expire two years from the date that they are supplied to the institution. In the event that you have unused tokens remaining after the two-year period, the token expiry period may be renegotiated or, alternatively, the value of the tokens may be refunded to the institution.

# If a token is shared by mistake

If you become aware that a token has been shared by mistake, either by the token administrator or by a researcher who has shared their token with other researchers, please contact the Springer Nature Research Data Helpdesk at
**researchdata@springernature.com**

In the case where a token which has already been used is submitted a second time, the submitted dataset will be rejected and the administrator will be notified.

# Reporting on token usage

Springer Nature will provide reports on token usage and unused tokens remaining. When the institution's tokens are nearing depletion, they will be contacted by the Springer Nature Institutional Engagement Manager to organise the replenishment of tokens, if required.

For more information, contact us:
**researchdata@springernature.com**

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