



Before depositing

To access the resource: <https://recherche.data.gouv.fr/en/page/tutorial-before-depositing>

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Reminder

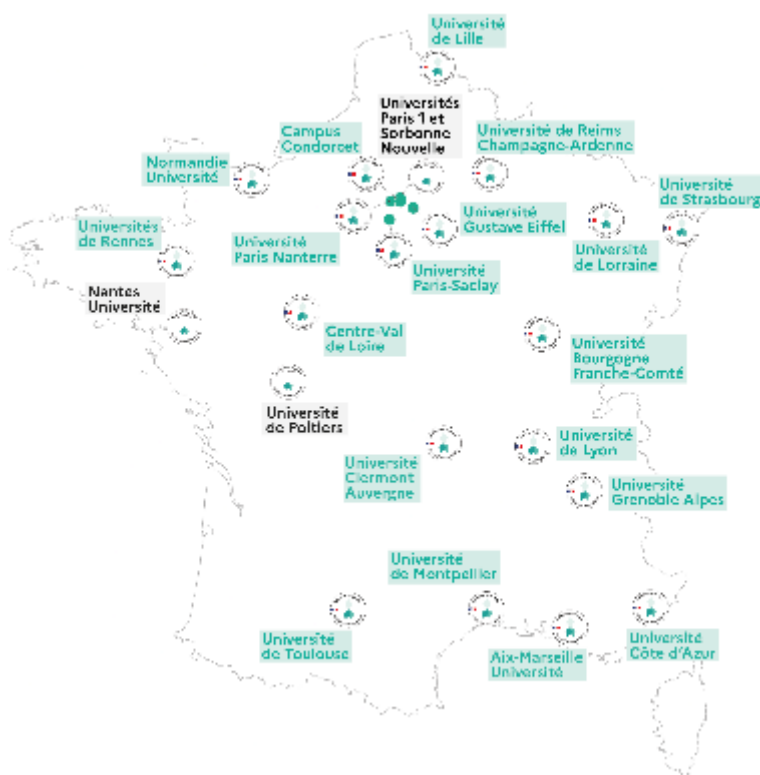
There are thematic repositories, which are preferable to the Recherche Data Gouv repository.

The Research Data College of the Committee for Open Science proposes a method for identifying trustworthy thematic repositories, as well as a list of trustworthy repositories.

<https://www.ouvrirlascience.fr/selecting-a-trustworthy-subject-specific-repository-for-self-depositing-data-methodology-and-analysis-of-existing-services/>

Data management clusters are here to help you:

<https://recherche.data.gouv.fr/en/data-workshops>



4 key steps to follow before depositing

1. Unique deposit

Make sure your data have not been deposited in another repository.

- If the data have been deposited in another repository and assigned a unique and persistent identifier at that time, they should not be re-deposited in the Recherche Data Gouv repository because this would automatically assign a new DOI.
- If the data have been deposited in another repository but were not assigned a unique and persistent identifier at that time, a dataset can be created in the Recherche Data Gouv repository to obtain a DOI without depositing the files. A link to the data will be specified in the dedicated metadata of the same name ("Link to data").

A unique and persistent data identifier complies with the "Findable" and "Accessible" FAIR principles.

2. Right to share

Make sure the data can be shared.

Please make sure the data can be shared by checking:

- that any co-authors agree
- contracts or regulations
- if there is any sensitive data...

To know a little more about the points to check, consult the checklist on DoRANum (in French).

3. Preparation

Preparing data and the documentation of the data.

Make sure the files comply with the following best practices: **naming convention**, **file format**, the **coherency and organisation of the data** within a dataset.

Please provide all the information necessary to understand and reuse your data.

Some information will be provided through the metadata:

- Documents' references (publications, data management plan)
- Funding
- Projects

Please mention the persistent identifiers associated with these objects as much **as possible**.

Each file or set of files must be accompanied by information about the data that enables it to be reused. It can take various forms, such as a README file.

Example of README template:

<https://recherche.data.gouv.fr/en/category/33/guide/readme-template>

Preparing data and the documentation of the data complies with the Interoperable and Reuse FAIR principles.

4. Identification

Identifying your depositing space.

To deposit your datasets, you need first to identify your depositing space. It is necessary to log in, preferably via the authentication of your institutional space.

Two options are available to you depending on your situation!

4.1. Option 1: choose your depositing space in one of the institutional spaces

Identifying your depositing space:

- Please find the institutional space of one of the authors in which the dataset will be accessible
- Then select a collection by clicking on it
- Select a sub-collection by clicking on it
- In the collection, check that the button “+Add Data” is displayed
- If the button does not appear, contact the collection administrator to request rights via the “Contact” button

- If no collection is identified, contact the administrator of the institutional space via the “Contact” button

4.2. Option 2: you don't have an institutional space

Deposit your dataset in generic space:

- If neither the depositor nor the co-authors have an institutional space, please go to the generic space
- Once in the generic space, check that the button “+Add Data” is displayed
- If the button “+Add Data” does not appear, this means rights are required to deposit the data. Click on the “Contact” button to contact the collection administrator

Webography

Recherche Data Gouv repository guides. Before depositing. Updates at: 18/02/2025.

<https://recherche.data.gouv.fr/en/category/9/guide/before-depositing>