



# TRAINING DATA STEWARDS

## FOR LIFE SCIENCES

## DS Course Assignment 2

### Objectives:

- Organize and document your data with (good) metadata and submit it to a public FAIR-compliant repository (the [BioData.pt Data Management Portal](#)).
- Assess the FAIRness of a submitted dataset

### Exercise:

#### 1. Dataset Submission

- Select one dataset you own or that was generated in your institution and is either already public or you have authorization to share.
  - Make sure that the dataset has already been published in a scientific article, or that otherwise you are comfortable making it public. If need be, you can select a dataset that has already been deposited in another data repository (if it is yours or you get authorization from the owner to republish it).
- Search for a metadata standard (e.g. MIAPPE) applicable to your dataset in [FAIRsharing](#) and note it down.
- Register a user account in the [BioData.pt Data Management Portal](#), then send an email to Jorge Oliveira <[ctobiodatapt@gmail.com](mailto:ctobiodatapt@gmail.com)> indicating the domain of your dataset so they can set up your permissions in the portal and indicate a DataVerse within it for you to submit your dataset
- Insert your dataset into the [Data Management Portal](#)
  - If there is an applicable metadata standard, make sure the default metadata available in the portal is sufficient to comply with it.
  - Note that the MIAPPE standard is available in the portal if that is

your applicable standard

- If you need to input metadata not covered by the portal, you can upload it as a metadata file, in the format recommended by the metadata standard.
- If your dataset has already been published according to that standard, you can upload the original metadata file, but you must still fill the default metadata in the portal. In this case, you



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shouldn't upload the data itself, but rather point to the original data repository.

- You can email Daniel Faria and Jorge Oliveira for assistance on using the portal or in interpreting the metadata standard
- e. Once you are satisfied with your dataset submission, publish it.

## 2. FAIR assessment

- a. Do a manual self-assessment of the FAIRness of your dataset using the [ARDC FAIR self-assessment tool](#) and take a screenshot of the results. b. Do an automatic assessment of the FAIRness of your dataset using the [F-UJI automatic tool](#) by providing the DOI of your dataset. Take a screenshot of the results

### Reference Documents:

- [DMPortal Submission Tutorial](#)
- [DataVerse User Guide](#)

**Delivery date: June 1st, 2022**

### Delivery details:

- Prepare a document indicating the metadata standard applicable to your dataset, the DOI of your dataset in the DMPortal and including the screenshots of your FAIR assessment and email it to [Daniel Faria](#) and [Jorge Oliveira](#).



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