

BORIS Portal research data repository

Open, embargoed, restricted or closed?

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29 March 2022, Coffee Lecture, University Library Bern

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BORIS Portal research data

Overview

- BORIS Portal - institutional research data repository
- Research data access
- Closed → Metadata only
- Embargoed, restricted data access →
Data transfer agreement & supplementary documentation
- Licenses
- Support



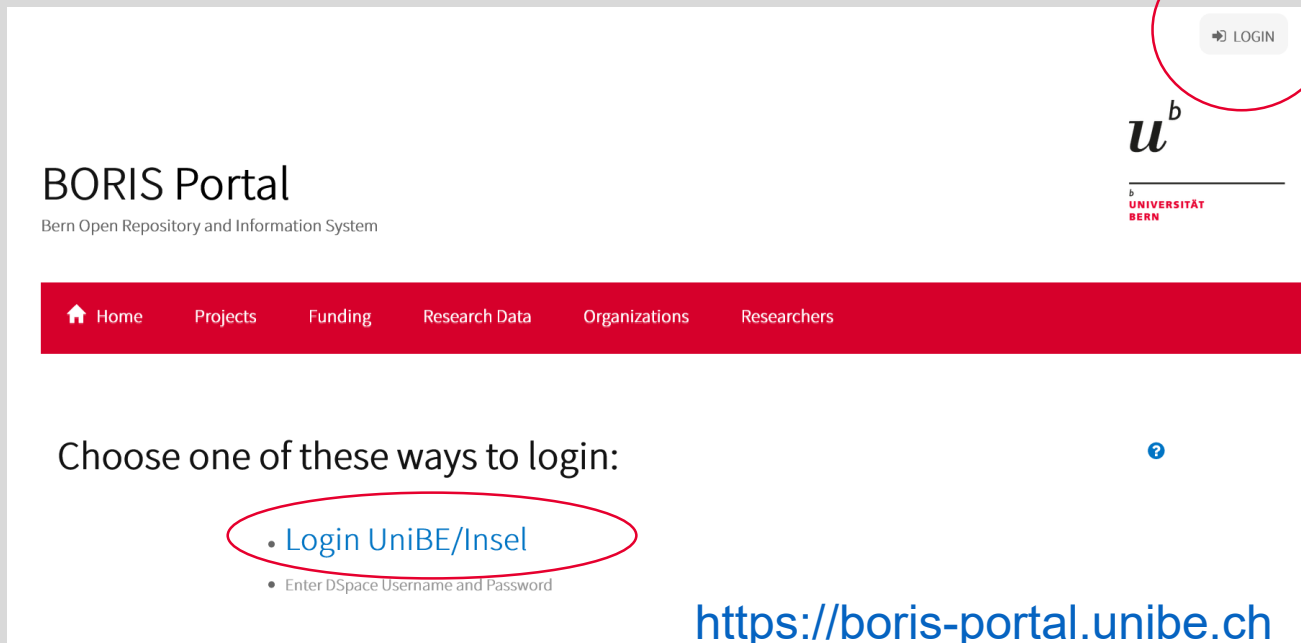
BORIS Portal

Check list to comply with FAIR data principles


- Digital Object Identifier (DOI)
- Machine and human readable data format
- Metadata are always openly available (CC0 license) even for closed and restricted data access
- Long-term (10-15 years) archiving
- *«The Swiss National Science Foundation (SNSF) expects that **metadata, codes, supplementary material** are made available to facilitate reproducibility of the publication or data reuse.»*. (SNSF [FAQ](#))

BORIS Portal


Login UniBE/Insel



BORIS Portal
Bern Open Repository and Information System


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UNIVERSITÄT
BERN

[Home](#) [Projects](#) [Funding](#) [Research Data](#) [Organizations](#) [Researchers](#)

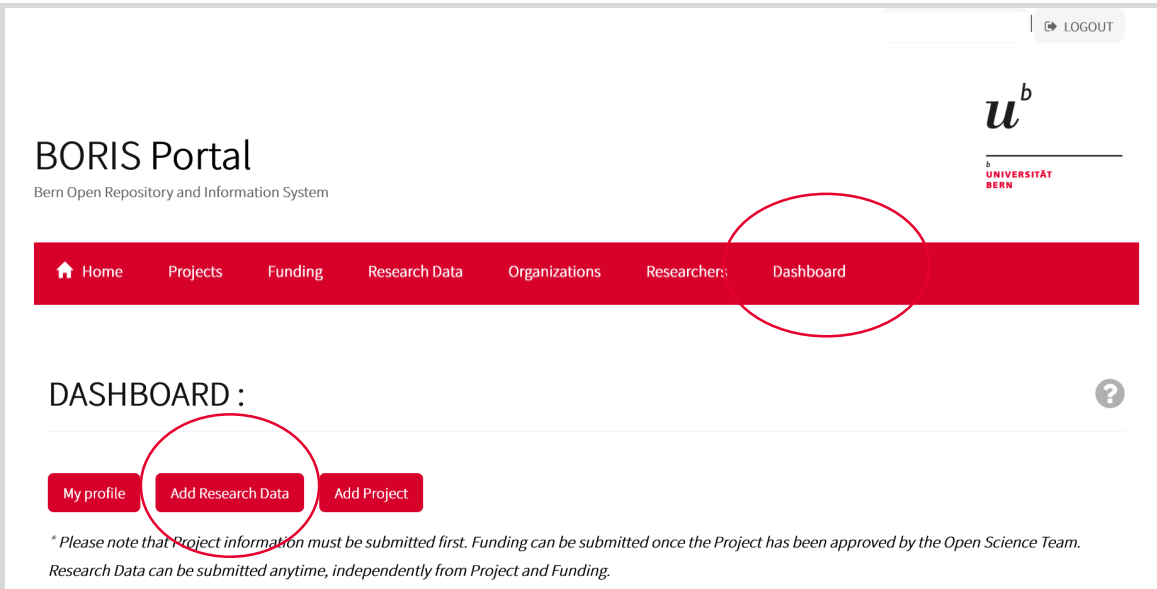
Choose one of these ways to login: 

- [Login UniBE/Insel](#)
 - Enter DSpace Username and Password

<https://boris-portal.unibe.ch>

BORIS Portal

Research data



The screenshot shows the BORIS Portal interface. At the top right, there is a 'LOGOUT' link. The main header features the 'u^b UNIVERSITÄT BERN' logo. Below the header is a red navigation bar with the following menu items: Home, Projects, Funding, Research Data, Organizations, Researchers, and Dashboard. The 'Dashboard' item is circled in red. Below the navigation bar, the page title is 'DASHBOARD:' followed by a help icon. A row of three buttons is displayed: 'My profile', 'Add Research Data' (circled in red), and 'Add Project'. A note at the bottom states: '* Please note that Project information must be submitted first. Funding can be submitted once the Project has been approved by the Open Science Team. Research Data can be submitted anytime, independently from Project and Funding.'

<https://boris-portal.unibe.ch>

BORIS Portal research data

Disclaimer

Disclaimer Describe Relations Clinical trials Additional Credits License Upload DOI Verify Complete

* You are submitting in Research Data

Cancel Save Next >

Disclaimer

Based on the [Data Protection Regulation of the Canton Bern](#) and the [Federal Act on Research Involving Human Beings](#), BORIS research data repository of the University of Bern (Unibe) cannot accept personal data. Personal data must be anonymized or pseudonymized before they can be uploaded.

You can determine under which conditions your data will be accessible for external users:

- [Open](#)
- [Embargoed](#)
- [Restricted](#)
- [Closed](#)

In case of Embargoed, Restricted or Closed data, it is recommended to upload a [Data Transfer Agreement \(DTA\)](#) ⓘ In case of questions, please contact borisportal@ub.unibe.ch

Otherwise, please proceed:

- I will not upload personal, sensitive and confidential information in BORIS Research Data.
- I consent to the [Terms & Conditions](#) of BORIS Research Data.

BORIS Portal research data

Research data access

[List](#) of supported data formats
Data upload: 2 Gb / File

Open

for completely anonymized data and all other non-personal data that can be publicly shared.

Data Transfer Agreement (DTA) is recommended

Embargoed

for data that must be withheld for a certain period of time (embargo), e.g., due to a non-disclosure-agreement. Manual set-up.

Restricted

for personal data that was anonymized, but is still too sensitive to share openly, e.g., in medical research.

Closed

for data that cannot be shared openly. **Data files should not be uploaded**, but **metadata should be registered** to give proof of the dataset.

BORIS Portal research data

Closed data = Metadata only

The screenshot shows a multi-step navigation bar with the following steps: Disclaimer, Describe (highlighted with a red circle), Relations, Clinical trials, Additional Credits, License, Upload, DOI, Verify, and Complete. Below the navigation bar, there is a note: "* You are submitting in Research Data". A warning icon (triangle with exclamation mark) is followed by the text: "* If you are not able to find your organization or affiliation, please contact us: borisportal@ub.unibe.ch". At the bottom of the form, there are four buttons: "< Previous", "Cancel", "Save", and "Next >". The "Next >" button is highlighted in red. Below the buttons, there is a text input field with the label "Enter title for your dataset." and "Title *".

<https://boris-portal.unibe.ch>

- Title of your dataset
- Contents of your dataset
- Contributors name
- Role
- ORCID iD
- Contact person → Affiliation
- Subject area
- Keywords
- Language
- Relation to published paper
- Research project
- Grant agreement number

BORIS Portal research data

Clinical trials



* You are submitting in Research Data

⚠ * If you are not able to find your organization or affiliation, please contact us: borisportal@ub.unibe.ch

If you are affiliated at the University Hospital of Bern (Inselspital) or at the Clinical Trials Unit (CTU), you have to fill out the information below.

The primary data source

Primary data source

Type of data: Individual Patient/Person Aggregate-level: e.g. epidemiology.

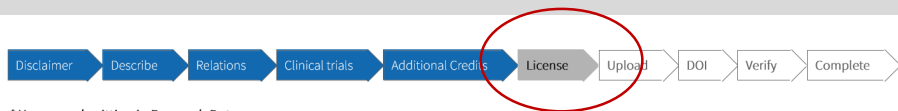
Type of data

The first year of data collection

First year of data collection

- Study title
- Inclusion / exclusion criteria
- The clinicaltrials.gov identifier
Format: NCT#####
- The [BASEC identifier](#)
Format: #####-#####
- The study design of the primary data source according to the [HRA](#)

BORIS Portal research data License



* You are submitting in Research Data

< Previous Cancel Save **Next >**

You have selected the Data Availability type "Closed" in the submission step Describe.
Therefore no data files can be uploaded and no licenses can be added. All metadata will be published openly under CC0.

< Previous Cancel Save **Next >**

- Data Availability type **"Closed"**
- **No data files** can be uploaded
- No licenses can be added.
- All **metadata** will be published openly under **CC0**.

BORIS Portal research data License

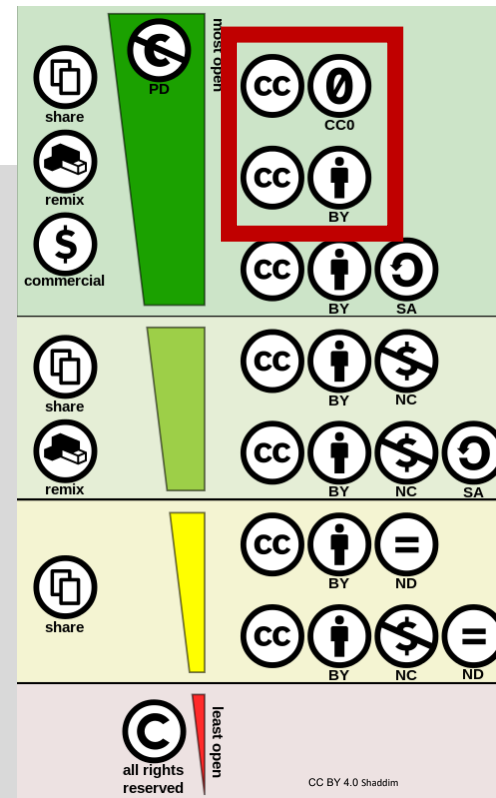
According to the best practice, it is recommended to publish research data under the most recent Creative Commons Attribution International Public License ([CC BY](#)) or [Creative Commons Public Domain Dedication](#) ([CC0 license](#)).

CC0, CC-BY for anonymised data only!



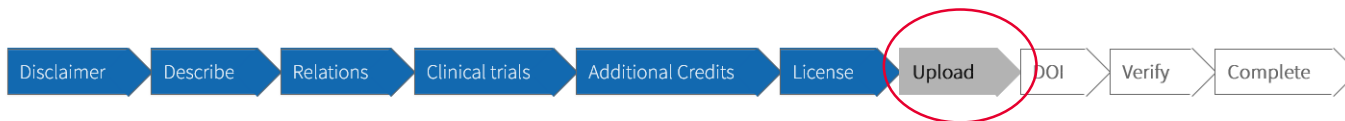
CC0 can not be applied if

- there are ethical, legal or contractual agreements;
- data will be commercially exploited (patents) or
- there are some forms of processed data, e.g. elaborate visualisations

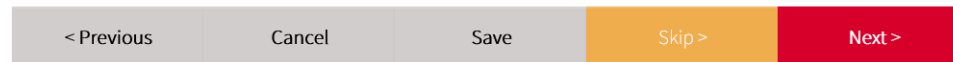


BORIS Portal research data

Upload step



** You are submitting in Research Data*



Data Upload

Accepted data file types.

*max 2GB/file

You have selected the Data Availability type "Closed" in the submission step Describe.
This means that NO research data files can be uploaded.

BORIS Portal research data

Upload step: Data transfer agreement

Data Transfer Agreement (DTA) Upload

If you chose the Data Availability of your data to be Embargoed, Restricted, or Closed, it is recommended to upload a [Data Transfer Agreement \(DTA\)](#).

[Read more](#)

[Accepted data file types.](#)

*max 2GB/file

For embargoed or restricted data access



Drop files to attach, or browse DTA Files

BORIS Portal research data

Upload step: Supplementary documentation

Supplemental material

will be openly published on your item under public domain (CC0).



- [ReadMe file](#)
- Codebook
- Method
- Lab protocol
- Study design
- Supplement

Supplementary material can be uploaded, even if data availability is **restricted**, **closed** or **embargoed**.

BORIS Portal research data

Digital Object Identifier (DOI)



** You are submitting in Research Data*

< Previous

Cancel

Save

Next >

The following persistent identifiers will be assigned to your submission, when it enters the repository. You can use those in your files, e.g. if you want to add a recommendation on how to cite your submission.

DOI: <https://doi.org/10.48620/44>

The persistent identifiers listed above are not registered yet. Therefore they don't resolve yet. They will be registered after your submission entered the repository. Depending on the policy of this repository, it might be necessary that your submission is approved by an administrator after you finished the submission process. Please be patient.

< Previous

Cancel

Save

Next >

BORIS Portal

Support

Date	Time	Language	Target group	Place	Registration
12.04.2022	11:00-12:00	German	All faculties, incl. Insel-Hospital	Zoom Link	Registration
10.05.2022	13:00-14:00	Englisch	All faculties, incl. Insel-Hospital	Zoom Link	Registration
02.06.2022	13:00-14:00	Englisch	All faculties, incl. Insel-Hospital	Zoom Link	Registration



Thank you

for your attention

University Library Bern, Open Science
openscience@unibe.ch

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