

Research Data Planner (RDP) User Guide

Part C: Describe & Publish

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What is a Data Description Record?

A Data Description Record (DDR) is a structured document that captures detailed metadata about a research dataset. It provides a formal record of the dataset, supporting documentation, discovery, and future reuse. DDRs are commonly required in Research Data Management Plans (RDMPs), institutional data repositories, and government or funder data policies.

Why complete a DDR?

The DDR form guides you through describing your research data in a way that enables discovery by other researchers. Based on the information you provide, your DDR will be submitted to Deakin Research Online (DRO) and Research Data Australia (RDA), where it will be discoverable through those services and via global research data indexes that harvest their content.

Sharing a description of your dataset helps make your work more visible, potentially leading to increased research collaborations, improved research profiles, and more citations when your data is reused by others. Enhancing discoverability helps position your work for future research opportunities.

What kind of data does this apply to?

Depending on your discipline or project, your dataset may include physical samples, photographs, written or audio-visual recordings, artwork, questionnaires or instruments, fieldwork notes, or other items that either constitute data or are the source of data in your research.

What will be shared?

Only the description of your data collection will be made publicly available. Your dataset itself will not be shared or made publicly accessible without your permission. You will retain full control over access and reuse conditions for your data.

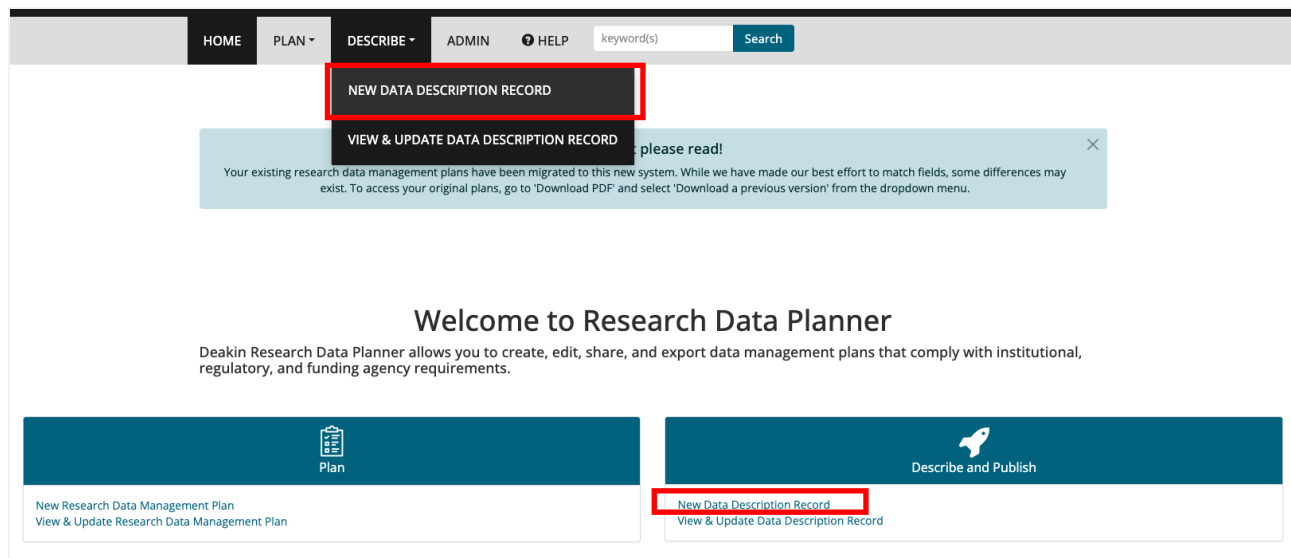
Pre-filled information

Where possible, fields have been pre-filled with information drawn from Deakin's Research Management Systems and, if applicable, your previously submitted Research Data Management Plan.

Create a data description record

There are several ways to create a new data description record.

1. Click the 'New Data Description Record' located in the banner or tile.



The screenshot shows the Research Data Planner homepage. At the top, there is a navigation bar with links for HOME, PLAN, DESCRIBE, ADMIN, and HELP, along with a search bar. Below the navigation bar, a dark banner contains two buttons: 'NEW DATA DESCRIPTION RECORD' and 'VIEW & UPDATE DATA DESCRIPTION RECORD'. The 'NEW DATA DESCRIPTION RECORD' button is highlighted with a red rectangular box. Below the banner, a light blue notification box contains text about migrating research data management plans. The main heading reads 'Welcome to Research Data Planner', followed by a brief description of the platform. At the bottom, there are two large teal tiles. The left tile is labeled 'Plan' and contains the text 'New Research Data Management Plan' and 'View & Update Research Data Management Plan'. The right tile is labeled 'Describe and Publish' and contains the text 'New Data Description Record' and 'View & Update Data Description Record'. The 'New Data Description Record' text in the right tile is highlighted with a red rectangular box.

2. Create a data description record from an existing research data management plan (RDMP).



Tips:

- By following this approach, most of the data you have input in your RDMP will be brought over to your new data description.
- The information needed to create a data description record is similar to the information you included in your DMP.

Evaluation of the Efficacy and Safety of NeuroFlex-50: A Novel Antidepressant in Treating Major Depressive Disorder (MDD)

 Edit this plan

 Create a data description record from this plan

 Download PDF

Describe your data

1. **Project name:** This value should be the same as that used in the associated Data Management Plan.
2. **Title:** Enter a title that identifies your research dataset or collection, that is unique to the data. Do not use the publication or project title as the data title. Include discipline specific keywords in your title.
3. **Description:** Enter a description of your dataset or collection summarising the fundamental characteristics. This will be one of the main attributes used by other researchers to identify your collection, so it is important to make the description of your data as rich and concise as possible using discipline specific keywords and terminology and avoiding acronyms. For example, 'this dataset lists rainfall and stream hydrograph analysis at Samford Valley in an Adobe PDF file' and 'the data illustrates the mean monthly rainfall at Samford and highlights the dominance of summer rainfall'.

Ideally, a good data collection description will open the possibility of an informed judgement about the potential usefulness of a data collection. It might address the following points:

- What is the research problem/question that the collection of this data seeks to solve?
 - Why is this problem/question important or significant?
 - How are you collecting the data, are instruments involved? and how are they calibrated? (i.e. methodology)
 - What kinds of transformations/normalisations are needed to transform the raw data into something useful?
 - What conclusions are being drawn from the data?
4. Funding source; Grant number or name; start and end dates; keywords; FoR and SEO codes all should be the same as your DMP.
 5. Finally, enter the actual size of your data, the location where the dataset is stored and the dataset URL if is openly accessible (e.g. RDS Publishable File Share, or to an external platform like Zenodo).


Who was involved?

This section should also include the same people (CIs, contributors and data custodians) as in the DMP.

How will the data be accessed?

Finally, if you intend to make the data openly accessible select one of the licence options. The Creative Commons website provides guidance in creating the licence and further information about the licence options. If you are unsure which licence would be appropriate, contact the Copyright Office at copyright@deakin.edu.au for advice.

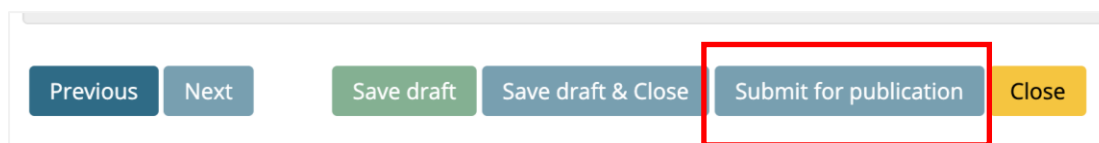
Access

Licence that will be applied to the data 

- ☐ All Rights Reserved by the Copyright owner
- ☐ CC BY
- ☐ CC BY NC
- ☐ CC BY ND
- ☐ CC BY SA
- ☐ CC BY NC ND
- ☐ CC BY NC SA
- ☐ CC0 Public Domain

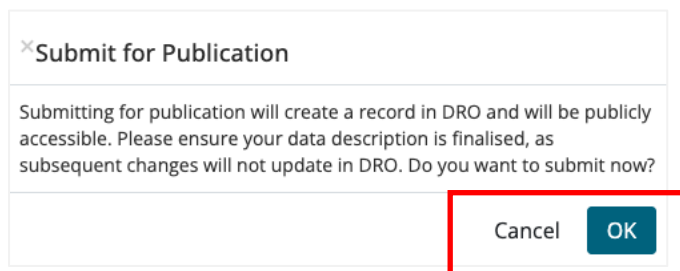
Publish your data description record

1. When you are ready to publish your data description, click the 'Submit for publication' button.



Previous Next Save draft Save draft & Close **Submit for publication** Close


2. You will see a confirmation window to submitting a request to create a record of data description in DRO. Click 'OK' to confirm or 'Cancel' to go back.



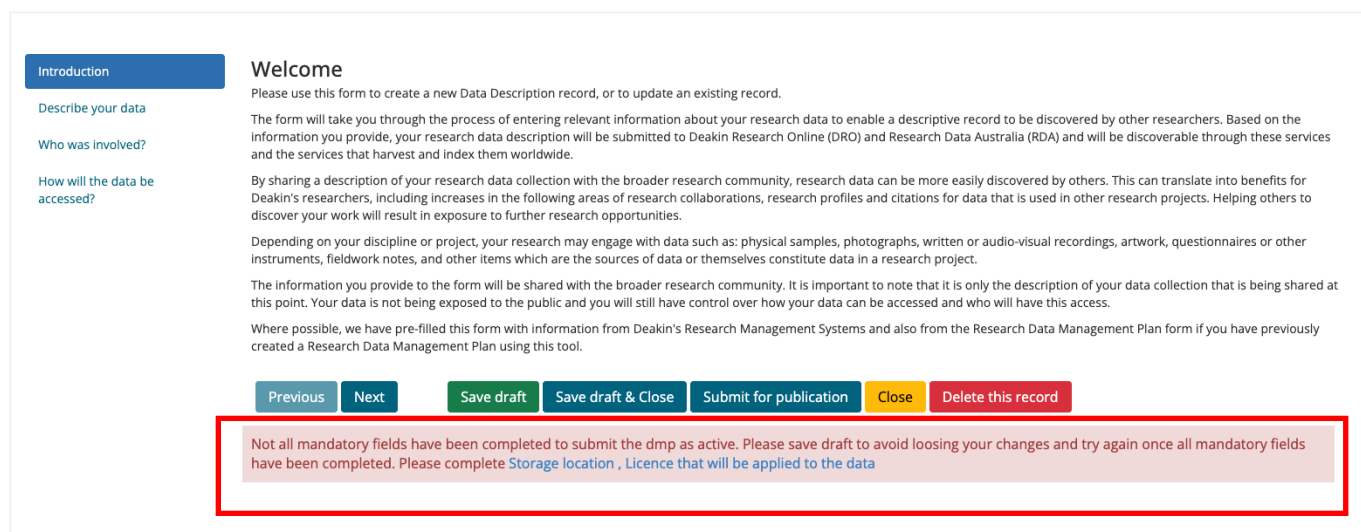
Submit for Publication

Submitting for publication will create a record in DRO and will be publicly accessible. Please ensure your data description is finalised, as subsequent changes will not update in DRO. Do you want to submit now?

Cancel **OK**

 Please note: When submitting for publication, you may see a message promoting you to fill all mandatory fields.

Click on the hyperlinked texts to fill all mandatory fields as requested before submitting again.



Introduction

- Describe your data
- Who was involved?
- How will the data be accessed?

Welcome

Please use this form to create a new Data Description record, or to update an existing record.

The form will take you through the process of entering relevant information about your research data to enable a descriptive record to be discovered by other researchers. Based on the information you provide, your research data description will be submitted to Deakin Research Online (DRO) and Research Data Australia (RDA) and will be discoverable through these services and the services that harvest and index them worldwide.

By sharing a description of your research data collection with the broader research community, research data can be more easily discovered by others. This can translate into benefits for Deakin's researchers, including increases in the following areas of research collaborations, research profiles and citations for data that is used in other research projects. Helping others to discover your work will result in exposure to further research opportunities.

Depending on your discipline or project, your research may engage with data such as: physical samples, photographs, written or audio-visual recordings, artwork, questionnaires or other instruments, fieldwork notes, and other items which are the sources of data or themselves constitute data in a research project.

The information you provide to the form will be shared with the broader research community. It is important to note that it is only the description of your data collection that is being shared at this point. Your data is not being exposed to the public and you will still have control over how your data can be accessed and who will have this access.

Where possible, we have pre-filled this form with information from Deakin's Research Management Systems and also from the Research Data Management Plan form if you have previously created a Research Data Management Plan using this tool.

Previous Next Save draft Save draft & Close **Submit for publication** Close Delete this record

Not all mandatory fields have been completed to submit the dmp as active. Please save draft to avoid losing your changes and try again once all mandatory fields have been completed. Please complete [Storage location](#), [Licence that will be applied to the data](#)