



Getting Started with DataverseNL – A Practical Guide for Researchers

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What is DataverseNL?

DataverseNL is the official research data repository used by the PThU. It allows researchers to archive research data and documentation and, where possible, make them publicly available in accordance with the FAIR principles (Findable, Accessible, Interoperable, and Reusable). Depositing your research data in DataverseNL helps you comply with institutional and national research policies and increases the visibility and reusability of your work.

Sensitive data

For compliance purposes, all PThU research data have to be archived for a minimum of 10 years. Make sure that participants have been informed about this requirement and have consented to the intended archiving and sharing of data, including under restricted access. Restricted access does not remove the need to comply with the conditions specified in your informed consent forms.

Before depositing your data in DataverseNL, determine whether parts of your data and which files in particular should be archived under ‘restricted access’ which in fact means that the data will remain archived but inaccessible. If your dataset contains files with sensitive data or personal information, deposit those specific files under restricted access without activating the request access-button. This means that those files remain archived but cannot be downloaded or requested by other users through DataverseNL and remain in fact ‘closed’. If you are unsure whether a file can or cannot be published with or without restrictions, please consult the [DataverseNL decision tree](#).

Metadata quality

To make your data findable and understandable for others, a minimum standard of metadata quality and quantity is necessary. We advise you to check your dataset on the following aspects:

- Use a descriptive title for your dataset. Tip: Enter both title and subtitle in the ‘title’ field
- In the ‘author’ field, choose the correct institutional affiliation, and enter your ORCID identifier. If you do not have an ORCID yet, you can create one: <https://orcid.org/>

- Leave the 'point of contact' field as is.
- Include a [README file](#) with your dataset, including the title, project ID, author(s) and contributors), institution involved, grant number, an explanation of the files and folders in the dataset, data types, formats, etc.
- Use descriptive [file names](#).
- Use recommended [file formats](#): Choose open, and sustainable file formats to ensure that your data remains accessible over time.
- Fill in as many metadata fields as possible. Under 'subject', choose as many subjects from the drop down as apply. In the 'keyword' fields, enter several keywords that describe your datasets and your research.
- Add references to related publications, datasets or materials in the metadata field 'Related Material'.
- Make sure that the correct license is used: CC0.

Data and documentation files that can be published open access (without restriction) by default

National and European research codes demand that research data are shared **'as open as possible, as closed as necessary.'** All research data that does not contain personal data under the GDPR, can be published openly, provided it does not infringe upon third-party copyrights, confidentiality agreements, or ethical consent. Even if your research data contains files with sensitive information, you can publish part of your documentation and data openly and without restrictions:

- README file
- The final version of the Data Management Plan
- Information letter
- Anonymized quantitative and qualitative data
- Blank informed consent form
- Research documentation such as working papers, presentation slides, posters
- Research materials such as interview guides and observation protocols (unless subject to copyright or other restrictions)
- Research proposal and, if applicable, a description of any significant changes made during the projects

Questions?

If you have any questions or need support, please [contact](#) the datamanagement team.