



Data Deposit Form

This form must be completed in combination with the **CSIRO Data Access Portal Data Deposit Conditions** before Data can be considered for including in the Data Repository. The completed Data Deposit Form and the **CSIRO Data Access Portal Data Deposit Conditions** must be returned to researchdatasupport@csiro.au

Questions about this Form should be directed to Research Data Service.

Please note that you will need to seek your own legal advice in connection with the deposit of Data.

In this form, the following definitions apply:

“CSIRO Approver” means a CSIRO officer with relevant domain expertise in the area of scientific research to which the Data relates and entitled to approve data for inclusion in the Data Repository;

“Data” means scientific research data that is owned or controlled by an entity other than CSIRO and that is used in or generated through collaborative research efforts with CSIRO or in areas of research aligned with CSIRO research.

“Data Repository” means CSIRO’s institutional repository enabling the capture, publication and public sharing of research outputs, including data, with researchers who are registered users.

Your contact details

Name and description of the Data:

Licensing of the Data. By default a CC BY licence will be applied to the Data.

Is there any reason why a [CC BY](#) licence may not be applied? YES NO

Note: Any other licence must be agreed with CSIRO. An important purpose of the Data Repository is to make data publicly accessible. Restrictions that inhibit this may result in our declining to include the data.

Attribution statement for the Data. An attribution statement will be generated automatically in the form set out in this example: Vanderzalm, Joanne; Levett, Kerry; Alexander, Kim; Barry, Karen; Dillon, Peter; Richter, Doreen; White, NJ; Howard, Fallowfield (2017): Water quality from septic tanks and aerobic wastewater treatment systems. v1. CSIRO. Data Collection. <http://doi.org/10.4225/08/58a6597db1873>

- 1. Ownership of the Data.** Please provide the name and contact details of the entity that owns the Data.

Owner of Data:

Contact details for owner’s responsible officer, in particular in relation to responding to queries as contemplated in clause 1.5 of the Conditions:

External Data Deposit Metadata

- Please fill out the information in the table below. The benefit of this description of your data collection is to aid the discovery and re-use of the data.
- See examples of similar collections by browsing your subject area <https://data.csiro.au/dap/browse>
- Items marked with a '*' are mandatory
- Optional metadata schemas offer further description for specific types of data. A member of the Research Data Service will discuss your requirements. Schemas include:
 - ANZLIC
 - Darwin Core
 - Marine Community Profile
 - Sensor
 - Virtual Observatory Resource

Metadata Field	Your collection's values
*Collection title	
*Collection description	
*Lead researcher Primary author person and/or organisation 1st in attribution statement (data citation)	
Contributors Secondary authors people and/or organisations Listed in order after Lead researcher in attribution statement (data citation).	
*Collaborating organisations Organisations are acknowledged as the data owners in the Rights Statement including copyright.	
Publication year	
Lineage Information about how the data was produced. Processes involved in the production of the data to allow for recreating the data could be included here.	
Credit For recognition of those who contributed to the resource(s). List the sources of other data that was used to contribute to this data collection. Note: This information will not be included in the data citation, this will be taken from lead researcher and contributors.	
Start date	
End date	
*Keywords	

Metadata Field	Your collection's values
<p>Keywords help in the discovery of the Data Collection. List as many as you need.</p>	
<p>*Contact Who is the contact person for enquiries about this collection. Email address only.</p>	
<p>*FOR category and subcategory <u>FOR Codes</u> are maintained by the Australian Bureau of Statistics. List as many as you need.</p>	
<p>*Who can see metadata</p>	Public
<p>*Who can access data</p>	Public
<p>*End-User License Restrictions</p>	CC BY 4.0 https://creativecommons.org/licenses/by/4.0/
<p>Location details for coordinates as an Area or a Single Point on a Map Choose one option: Area Single point</p>	
<p>North latitude Coordinates can be entered in decimals or in degrees, minutes and seconds. Values entered will be converted to degrees, minutes and seconds.</p>	
<p>South latitude NA if single point</p>	
<p>East longitude</p>	
<p>West longitude NA if single point</p>	
<p>Related links Could include related journal articles, research reports and websites.</p>	
<p>Supporting attachments Could include a 'read me file' To support understanding, interpretation and use of your files, maximum size 5MB. List the names of the files. Include files with the rest of your data files.</p>	
<p>Activity Activity title:</p>	

Metadata Field	Your collection's values
<p>Activity description:</p> <p>Activity Type Please choose one: Analysis Calculation Case Study Desktop Study Experiment Forecast Measurement Modelling Observation Pilot Study Questionnaire Simulation Survey</p> <p>Validation</p> <p>Instrument Can include instrument name, instrument type and any calibrations can be added here.</p> <p>Additional Information</p>	