PRACTICE-BASED RESEARCH OUTPUTS FOR REF 2021

Figshare Collections & USIR Upload Process

- From Figshare **My data** tab, use **+ Create a new item** button to upload files for inclusion in your Collection, adding as much information to the form fields as possible with attention to Categories and Keyword(s).

- **Publish** the item(s). Publishing takes place once the item has been reviewed by the Library team as part of the usual Figshare process.

- Under the **Collections** tab, use **+ Create a new collection** button to create a Collection, again include as much information as needed on the main page then **Save** the Collection.

- Use the **Add from My data** box to select relevant items, then click the **Add selected item(s)** button.

- **NB**: Items are displayed in the Collection in reverse order to that in which they were added. e.g. to display files numbered *1,2,3,4* in this order they should be selected in order *4,3,2,1* and then click **Add selected item(s).**

- Review the Collection content and details, and once satisfied it is complete click the **Manage** gear wheel and select **Publish collection**.

- Send an email to the USIR Team – usir@salford.ac.uk - confirming that your Collection has been published and include your proposed REF star-rating and Research Centre information.

- The USIR Team will create a USIR record for the Collection and link to it. They will also edit the Collection in Figshare to include a link to USIR in the Reference(s) field.

Additional guidance on working with Collections in Figshare

https://support.figshare.com/support/solutions/articles/6000128020-how-to-use-collections

https://www.youtube.com/watch?v=5kuFdgveL3Q