

BORIS Portal Factsheet

Content

Bern University Library
Library area
Digital Services and Open Science
Open Science Team

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1 General information on BORIS Portal

1.1 What is BORIS Portal?

- [BORIS Portal](#) is the research data repository and research information system of the University of Bern.
- BORIS Portal increases the visibility of research at the University of Bern and grants free access (Open Access) to research results worldwide.
- BORIS Portal is available to all researchers who are employed by the University or the Inselspital Bern.
- BORIS Portal is non-commercial

1.2 What can be published on BORIS Portal?

Research data and information on research projects can be published on BORIS Portal. These can be linked to each other and to publications.

- Research data can be published with open licences or with restricted access (see 2.2.1 and 2.2.2). To enable traceability and re-usability, the associated documentation should be published in addition to the data.
- In BORIS Portal, the relevant information on completed and ongoing research projects (funded and cooperative projects) at the University of Bern can be collected and stored in a central location.
- You can enter project information and research data independently of each other. However, in the interest of completeness of information and visibility of your work, it is recommended that you enter as much information as possible.

1.3 What can NOT be published on BORIS Portal?

- For the time being, no publications (essays, papers, articles, books, presentations, etc.) can be published on BORIS Portal. For publications, BORIS Publications www.boris.unibe.ch must continue to be used.
- No sensitive data (e.g. personal data before anonymisation) can be published on BORIS Portal.
- No project-internal documents can be uploaded and shared. BORIS Portal is used to make research projects visible, not for internal project storage.
- In the medium term, BORIS Publications will be merged with BORIS Portal so that all information and data of the University of Bern can be recorded in a single system.

1.4 How are data or projects to be recorded?

- To enter data or projects, you must first log in at <https://boris-portal.unibe.ch/> with your EduID (Fig. 1-4).
You don't have an EduID yet? Then you can find information on how to proceed at eduid.unibe.ch.
- After logging in to BORIS Portal, click on "Dashboard" (Fig. 5) and then on "Add Research Data" or "Add Project".
- Now describe your research data or project information by filling in the fields provided (= metadata) and, if necessary, upload your research data and documentation in the "Upload" step.
- The process works in the same way for project information, but without uploading documents.

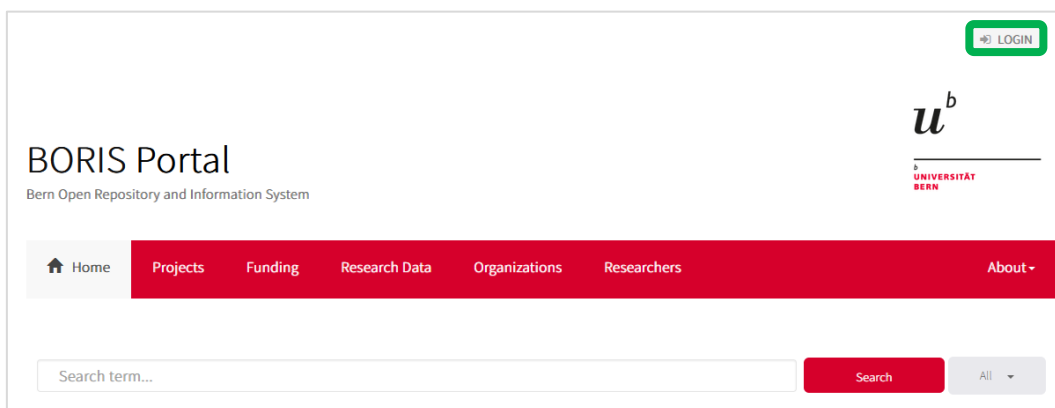


Fig. 1

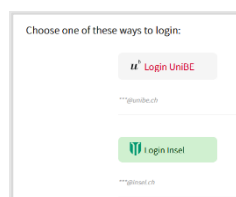


Fig. 2



Fig. 3

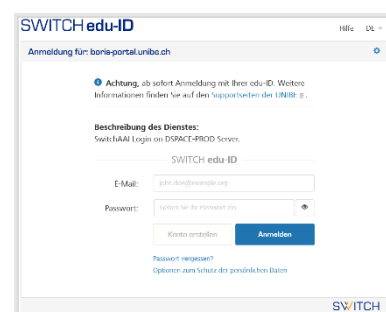


Fig. 4

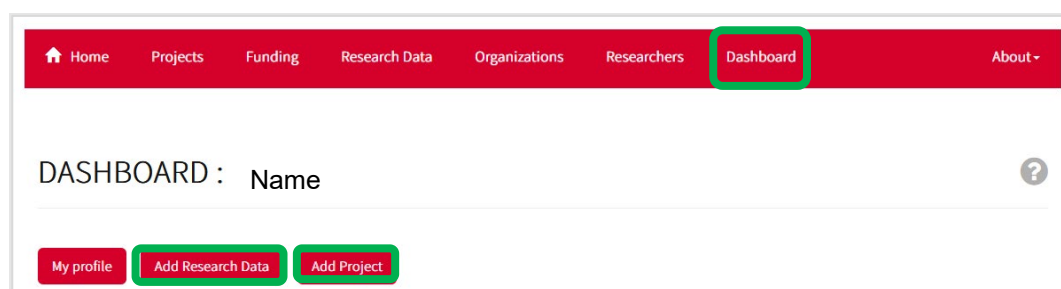


Fig. 5

1.5 Will my entries be checked in BORIS Portal?

- Yes, the BORIS portal editorial team checks the submissions according to formal criteria (not content).
- In the case of research data, the metadata entered and the existence / comprehensiveness of the documentation (readme files, codebooks, etc.) are checked in particular.
- If necessary, you will receive a message from the editors with suggestions for revision.

1.6 Public visibility and access

Submitted entries (project information/research data) are not visible and accessible online immediately after submission. Only after a (formal) check by the BORIS portal team are they published and thus publicly accessible worldwide (depending on the choice of access type, according to any legal or ethical restrictions).

2 BORIS Portal Research Data Repository

2.1 General and technical information

2.1.1 Is BORIS Portal a non-commercial repository?

Yes, BORIS Portal is a non-commercial repository.

2.1.2 Does BORIS Portal comply with the FAIR Data principles?

The publication of data on BORIS Portal complies with the FAIR Data criteria.

2.1.3 Will I get a Digital Object Identifier (DOI) for my dataset on BORIS Portal?

- Every record you enter on BORIS Portal is automatically assigned a DOI.
- If your dataset consists of several files, you will get one DOI for the whole dataset.
- New versions receive their own DOI (see 2.2.5)
- They can also reserve DOIs before publishing a record, see 2.2.6.

2.1.4 Which metadata standard does BORIS Portal use?

BORIS Portal uses the DublinCore metadata schema.

2.1.5 Which file formats does BORIS Portal support?

BORIS Portal supports all common file formats for data upload, see the list at <https://boris-portal.unibe.ch/help/formats.jsp>.

However, in the interest of the re-usability of the data, it is recommended to use open file formats (e.g. txt, csv, PDF).

2.1.6 What is the maximum file size when uploading?

- You can upload up to 2 GB per file yourself.
- For larger data sets, please contact us at borisportal@unibe.ch
- A total of up to 1 TB per year and per researcher can be uploaded. For each additional TB or part thereof, a fee of CHF 60 per year is charged.

2.1.7 Data security

- BORIS Portal is operated on servers of the University of Bern, which have the same security level as the entire Uninetz.
- The contents of BORIS Portal are backed up daily by automatic backups.

2.2 Using the BORIS Portal Research Data Repository

2.2.1 Which licences can I use?

- BORIS Portal offers standard licences (e.g. Creative Commons). Depending on the content type, submitters can add other licences as needed.
- If the access type "restricted" or "closed" has been selected (see 2.2.2), no licence can be selected. Access modalities can then be defined by a Data Transfer Agreement (DTA) (see 2.2.4).
- Supplementary materials (documentation) and Data Transfer Agreements (see 2.2.4) in BORIS Portal are declared in the public domain (CC0) and are in the public domain.

2.2.2 Can I restrict access to my research data?

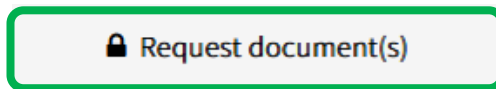
Some types of research data cannot be shared openly for legal, ethical or similar reasons. In order to comply with the FAIR Data principles of "as open as possible, as closed as necessary", you can choose from several types of access:

- **Open** for fully anonymised data and all other non-personal data that can be shared publicly.
- **Embargo** (embargoed) for data that must be withheld for a certain period of time, e.g. due to a confidentiality agreement. Interested persons can request access to the data (see 2.2.3).
- **Restricted** for personal data that has been anonymised but is still too sensitive to share openly, e.g. clinical research data. You can restrict the subsequent use of your data via a Data Transfer Agreement (see 2.2.4). Interested persons can request access to the data (see 2.2.3).
- **Closed** for data that cannot be shared openly. You cannot upload files, but you can enter metadata to prove the dataset and make it citable. You can allow subsequent use of your data via a Data Transfer Agreement (see 2.2.4). In this case, the data must be shared in a way other than via the repository. Interested persons can request access to the data (see 2.2.3).
- **Metadata Only:** If research data has been published in another repository, you can enter metadata in BORIS Portal to prove the dataset on BORIS Portal for the University of Bern.

The documentation of your research data (readme files, codebooks, methods, study design, etc.) as well as Data Transfer Agreements (see 2.2.4) are always openly accessible to all as "Supplementary Material" under a CC0 licence.

2.2.3 How does requesting access to restricted research data work?

- Starting point: Access-restricted research data are marked with access type Embargo, Restricted, Closed (see 2.2.2) have been published.
- Access to these data can be requested by interested persons by clicking on the button "Request document(s)":



This option is located on the right side of the record description.

- If a Data Transfer Agreement (DTA, see 2.2.4) has been uploaded, interested persons must agree to the conditions stated therein and send the **signed** DTA with the usage request to the person who submitted the data set via BORIS Portal:

Request a restricted Research Data Item:

Name*

E-Mail*

Affiliated at*

Usage* Scientific research
 Other

Description* Describe your research project including background, objective, and methods.

Data Transfer Agreement (DTA) Upload the signed Data Transfer Agreement (DTA) if it was provided by the data owner (see item Keine Datei ausgewählt.

- Requests for records are automatically sent by the system to the person who submitted the record (submitter).

2.2.4 Data Transfer Agreement (DTA)

- A Data Transfer Agreement (DTA) is a contract that specifies the conditions under which other researchers can access data.
- If you select **"Embargo"**, **"Restricted"** or **"Closed"** as the access type of your data (see 2.2.2), you can upload a DTA together with your data. Researchers who request access to your data (see 2.2.3) must sign this contract and send it back to you.
- You will then be sent a link by e-mail, which you can use to log in and agree to or reject the request (see also 2.2.3).

A customisable DTA template is available in the repository.

2.2.5 Can I create a versioning of my records?

- Once published, records cannot be changed. If you discover minor formal errors (e.g. typos) that you wish to correct, you can contact the BORIS team at borisportal@ub.unibe.ch with a list of all corrigenda.
- For changes to the content (e.g. updates) of data records, you can enter new versions of existing data records.
- New versions receive a new DOI.
- To create a new version, click "Create version of this item" on the record you are creating:

The screenshot shows a record creation form with the following fields on the left: Title, Description, Data Availability, Contact, Contributor(s), Organization(s), Language(s), Subject(s), Keyword(s), BORIS Publications, and Appears in Collections. The 'Appears in Collections' field is currently set to 'Research Data'. On the right sidebar, there are several buttons: 'Create version of this item' (highlighted with a red arrow), 'Show version history', 'Google Scholar™ Check', 'Claim Publication (Contributor(s))' (two instances), 'New Submission', 'Edit (Submission mode)', and 'Request document(s)'.

- In the next step, describe the changes, i.e. how the new version differs from the old one.
- You will then see the previous data set with all the information that was entered when the previous version was created. Change all information that has changed in the new version and replace all obsolete files with the corresponding, latest file versions in the "Upload" step.

2.2.6 How can I reserve a DOI?

You can reserve a DOI for a dataset to be published on BORIS Portal by starting to enter the description of the dataset on BORIS Portal. Instead of describing the dataset completely, uploading and publishing it, you can save the entry after uploading the data and finalise it later. Thus, the DOI remains reserved for this data set. This can be found in the "DOI" section. However, the DOI will only work once the data set has been published.

This can be helpful, for example, if you want to link to the associated data set in a publication, but the data is not to be published until a later date.

It is important to complete and publish the description of the dataset on BORIS Portal at the latest when publishing the paper.

2.3 Terms of use and policies

2.3.1 How long is the data available?

- Research data: unlimited, but at least 10 years.
- Metadata of research data, project information: unlimited.

2.3.2 Can data be withdrawn or deleted?

- Withdrawal or deletion of published records is only possible in absolutely exceptional cases.
- Exceptions are: proven copyright infringement, plagiarism or other legal reasons (e.g. data protection), national security or falsified results (see Service Policy, section 8).
- Use the versioning function (see 2.2.5) if you want to update your data set.

2.3.3 Service guidelines

The BORIS Portal service policy can be found at <https://boris-portal.unibe.ch/static/ServicePolicies.pdf>.