Add a dataset as a research product that resulted from your NSF-funded research into the National Science Foundation (NSF) Public Access repository (NSF-PAR). The dataset archival feature has been designed with the Principle Investigators (PIs) and co-PIs in mind, allowing the addition of a dataset's metadata information using an intuitive and automated process that uses a dataset's pre-existing digital object identifier (DOI). NSF has implemented this capability in alignment with its long-standing commitment to clear and open communication of research results which is central to fulfilling the NSF's primary mission of; "promoting the progress of science, advancing the frontiers of knowledge, and helping to ensure the nation's future prosperity."

As of FY22 this new feature does not change reporting requirements.

PIs and co-PIs can add datasets to the NSF-PAR by meeting the following conditions:

Key Requirement: You must have previously deposited your dataset into a repository which associates a DOI with your dataset.

- ✓ Select dataset as your research product
- ✓ Enter your DOI
- ✓ Verify your dataset's metadata information
- ✓ Add your award id to your dataset
- ✓ Acknowledge the NSF Grant Conditions
- ✓ Submit your dataset

- Your dataset can exist in various file formats and in various file sizes in a repository of your choice.

- The NSF-PAR will only store the metadata information from the digital object identifier (DOI) associated to your dataset. Your dataset will not be replicated in NSF-PAR.

- Your repository provider must either register (i.e., mint) a new DOI or upload a pre-existing DOI and associated metadata with DataCite.org.

- Only the metadata that has been added to DataCite.org will be stored in the NSF-PAR and made available to the Public Access search application.

Steps for a PI or co-PI to add Dataset Information to the NSF-PAR

1 **Sign in to Research.gov:**

- Open Research.gov.
- Click **Sign In** located at the top right of the screen to enter credentials.
- On the NSF User Login page, enter your **Primary Email Address or NSF ID** and **Password** and click the **Sign In** button.

2 **Click** the **Add Research Products** link:

My Desktop

Prepare & Submit Proposals

Prepare and Submit Proposals
(Limited proposal types)

Demo Site: Prepare Proposals

Prepare Proposals in FastLane

Proposal Status

Awards & Reporting

Notifications & Requests

Project Reports

Award Functions

NSF Public Access Repository (NSF-PAR):

Add Research Products ←

Manage Research Products

Fellowships & Honorary Awards

Graduate Research Fellowship Program
(GRFP Officials only)

3 **Select Dataset** as your research product and **Click Next:**

NSF Public Access Repository (NSF-PAR)

**A partnership with the Department of Energy,
Office of Science and Technical Information**

| Add Research Products | Manage Research Products | Contacts | Faqs | Welcome, Emmanualle Pales Espinosa |

Add Research Products

* Required

* Add a research product into NSF-PAR :

○ Publication

○ Dataset ←

Next >

4 **Add your dataset's DOI** and **Click Retrieve:**

ℹ️ You must add your dataset to a third-party repository obtain a DOI before proceeding with the entry form.

Add Dataset

1. Retrieve Dataset Info	2. Select Award & Acknowledge	3. Review

To make your dataset publicly available in the NSF-PAR repository your third-party repository must have minted the DOI for your dataset through DataCite.org ↗. It may take one day to a couple of weeks to obtain a DOI based on the processing time of the third-party repository. We are aware that there may be repositories that mint DOIs associated with other metadata schemas other than the one used by DataCite. At this time we are only accommodating the DataCite schema.

* Required

* Enter Digital Object Identifier (DOI) number: ❓ Where do I find my DOI number?

[   ]   (e.g. 10.NNNN/XXXXX)

[Retrieve]

[‹ Previous] [Next ›]

To make your dataset publicly available in the NSF-PAR repository your third-party reposit... day to a couple of weeks to obtain a DOI based on the processing time of the third-party r... other metadata schemas other than the one used by DataCite. At this time, we are only ad...

* Required

* Enter Digital Object Identifier (DOI) Number: ❓ Where do I find my DOI number?

[   ]   (e.g. 10.NNNN/XXXXX)

[Retrieve]

Where do I find my DOI number?

Your repository provides the DOI. If you do not have it, the DataCite free DOI lookup ↗ is a helpful resource. If you do not have a DOI number or if the DataCite lookup does not return a DOI, you will not be able to list your dataset in PAR at this time.

Trying to locate your DOI?

5 **Verify the metadata** and **Click Next:**

Add Dataset

| 1. Retrieve Dataset Info | 2. Select Award & Acknowledge | 3. Review |

To make your dataset publicly available in the NSF-PAR repository your third-party repository must have minted the DOI for your dataset through DataCite.org ↗. It may take one day to a couple of weeks to obtain a DOI based on the processing time of the third-party repository. We are aware that there may be repositories that mint DOIs associated with other metadata schemas other than the one used by DataCite. At this time we are only accommodating the DataCite schema.

* Required

* **Enter Digital Object Identifier (DOI) number:**   ❓ Where do I find my DOI number?

| 10.NNNN/XXXXX | (e.g. 10.NNNN/XXXXX)

[Retrieve]

DOI Number:	10.NNNN/XXXXX
Title(s):	Test Title
Creator(s):	Smith, John; Jones, Jane;
Corporate Creator(s):	Test Corporate Creator
Publisher:	Test Publisher Name
Publication Year:	2020
Description(s):	**Abstract**

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Series Information

Test Journal Name, Volume 3, Issue 2 November 2016 Pages 60–62

Subject(s):	test subject1; test subject 2; test subject 3;
Format(s):	XML; Model; XLSX
Size(s):	6MB; 15KB; 3MB
Version:	2.0

[‹ Previous] [Next ›]

6 Associate an NSF Award ID to your dataset and mark the box for the acknowledgement statement:

If you want to associate an additional NSF award ID for which you are a PI/co-PI, click the **Add Additional Award ID** link.

Click here to remove an NSF award ID during the addition workflow

7 **Review** your dataset metadata information and **click Submit:**

Add Dataset

🖶 Print Summary

| 1. Retrieve Dataset Info ✔ | 2. Select Award & Acknowledge ✔ | 3. Review ✔ |

Award Information:

Award ID: ######

Acknowledgement: Federal Government's License = Acknowledged, 07/27/2022
Completed by = John Smith

Sponsoring Organization: National Science Foundation

Dataset Information:

DOI Number: 10.NNNN/XXXXX

Title(s): Test Title

Creator(s): Smith, John; Jones, Jane;

Corporate Creator(s): Test Corporate Creator

Publisher: Test Publisher Name

Publication Year: 2020

Description(s):

Abstract

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Pellentesque at ullamcorper diam. Praesent risus diam, malesuada et mi non, ultricies efficitur sapien. Pellentesque luctus arcu nisl, eget cursus nibh viverra sed. Aliquam aliquam orci et erat tristique, non consequat lorem interdum. Aenean posuere, eros eu pellentesque ultrices, est nunc laoreet eros, vel vulputate lectus eros ut nisi. Vivamus consectetur nisi vitae dui egestas, vitae imperdiet nibh condimentum. Nunc non tellus consectetur, facilisis dui convallis, finibus orci. Nam vulputate felis in ullamcorper euismod. Etiam eget nulla id turpis luctus congue sit amet vel nisi. Fusce scelerisque vehicula risus ac lacinia. Nullam felis nunc, venenatis eu nulla ut, vulputate eleifend leo. Phasellus leo tellus, vestibulum eget diam eget, tempus posuere erat. Aenean volutpat mi sit amet nulla convallis,

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Series Information

Test Journal Name, Volume 3, Issue 2 November 2016 Pages 60–62

Subject(s): test subject1; test subject 2; test subject 3;

Format(s): XML; Model; XLSX

Size(s): 6MB; 15KB; 3MB

Version: 2.0

❮ Previous Submit

ℹ
- Note: It may take up to six hours for your dataset entry to show in the NSF Public Access repository and in the search results of the Public Access search application.
- If you wish, you may print a summary of your dataset information by clicking the **Print Summary** button.
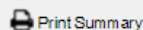
Add Dataset - Confirmation

✓ **Your Dataset with NSF-PAR ID <number> has been successfully added for processing.**

Note:
- At this time, NSF-PAR does not automatically add datasets to your in-progress project reports.   ✕

Return to Add Research Products   🖨 Print Summary   ←

We Want Your Feedback!

- This NSF-PAR dataset is a pilot program intended to allow you, the researcher, to add datasets into the NSF-PAR repository and associate with NSF Awards without impacting project reports in Research.gov.
- The NSF Public Access Initiative intends to eventually make NSF-PAR datasets automatically populate project reports and may make the public access of dataset mandatory. As such, we want your thoughts on the workflow of depositing datasets to repositories and adding the metadata to the NSF-PAR repository.
- Please send your feedback to **publicaccess@nsf.gov**.

Questions and Helpful Resources

- **NSF Help Desk**
  IT system-related and technical questions may be directed to the NSF Help Desk at 1-800-381-1532 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays) or via rgov@nsf.gov.
- Additional training resources are available on the Research.gov About Public Access page. Please also refer the NSF Public Access Initiative for more information.