Researchers can add a dataset resulting from NSF-funded research as a research product in the National Science Foundation (NSF) Public Access repository (NSF-PAR).

- The dataset archival feature is designed to allow the addition of a dataset’s metadata information using the 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.
- As of March 2023, datasets added to the NSF-PAR auto-populate into NSF in-progress project reports (i.e., unsubmitted project reports) in the Project Reporting System in Research.gov.
- This dataset capability does not change any reporting requirements.
- **Key Requirement:** You must have *previously* deposited your dataset into a repository which associates a DOI with 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 DOI associated to your dataset. Your dataset will not be replicated in the 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 will be available using the Public Access search feature.

**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 Sign In page, sign in to Research.gov with your NSF credentials, organization credentials, or with your Login.gov credentials and click the **Sign In** button.

**Overview of Adding Dataset to NSF-PAR and In-progress Project Reports**

- Select dataset as your research product in NSF-PAR
- Enter your DOI
- Verify your dataset’s metadata information
- Add your Award ID to your dataset
- Acknowledge the NSF Grant Conditions
- Submit your dataset and it will be auto-populated into your NSF in-progress project report for the corresponding Award ID

Updated July 2023
2 Click the Add Research Products link under Awards & Reporting on the Research.gov homepage to navigate to the Add Research Products screen in the NSF-PAR.

3 Select Dataset as your research product and Click Next.
4 **Add** your dataset’s DOI and **Click** Retrieve.

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

Add Dataset

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: *(e.g. 10.NNNN/XXXX)*

**Finding Your DOI Number Tooltip**

Your repository provider 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.
Verify the metadata and Click Next.

### Add Dataset

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: 

10.1111/X00XX

(eg. 10.1111/X00XX)

**Retrieve**

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| Description(s): | Abstract


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Series Information
Test Journal Name, Volume 3, Issue 2 November 2016 Pages 60-62

Subject(s): test Journal Name, Volume 3, Issue 2 November 2016 Pages 60-62

Format(s): XML; Model; XLSX

Size(s): 6MB; 15GB; 2MB

Version: 2.0

Updated July 2023
6 **Associate** your 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 before submitting**
7. **Review** your dataset metadata information and **Click** Submit.
Dataset addition completed in the NSF-PAR:

- A success banner is displayed once you have completed your dataset addition.
- Note the NSF-PAR ID number on the confirmation page. You will use this ID to locate this dataset entry in your in-progress project report in Research.gov within a few hours.

**Add Dataset - Confirmation**

Your dataset with **NSF-PAR ID 123456** has been successfully added for processing.

**Note:**
- It may take up to a few hours for your dataset to appear in your Project Report and be visible in the NSF Public Access Repository.
- If you have already submitted your Project Report for approval, then you will not be able to view your dataset in your report.

**Auto-population of Dataset in Your In-progress Project Report**

Your dataset added to the NSF-PAR will auto-populate in your in-progress project report in Research.gov within a few hours. Verify your dataset has auto-populated in your in-progress project report by checking that the NSF-PAR ID listed in the Product Status column matches the NSF-PAR ID provided to you on in the NSF-PAR Add Dataset – Confirmation page.

Datasets entered in NSF-PAR are displayed as Other Product > Dataset in your in-progress project report

Listed NSF-PAR ID should match the NSF-PAR ID on the NSF-PAR Add Dataset - Confirmation

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<th>Citation / Description</th>
<th>Product Status</th>
<th>Year</th>
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<th>Actions</th>
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Updated July 2023
As of July 24, 2023, the Project Reporting System in Research.gov enables researchers to enter datasets and research materials into their project reports as distinct research products that are managed and reviewed separately.

- This feature improves the quality of data captured and the management of information for datasets and research materials in project reports.
- There are no changes to the reporting requirements for datasets or research materials.

**Steps for a PI or co-PI to Add Datasets or Research Materials as Research Products to In-progress Project Reports**

Follow these steps if:
- You do not have a DOI for your dataset.
- Your objective is to add an NSF-funded research material to an in-progress project report.

**Note:** Research materials cannot currently be entered in NSF-PAR as a separate research product but can be entered directly in an in-progress project report as a separate research product.

1. **Sign in to Research.gov:**
   - Open [Research.gov](https://research.gov).
   - Click Sign In located at the top right of the screen to enter credentials.
   - On the NSF User Sign In page, sign in to Research.gov with your NSF credentials, organization credentials, or with your Login.gov credentials and click the Sign In button.
2. **Click** the Project Reports link under Awards & Reporting on the Research.gov homepage to go to your project report.

3. **Navigate** to the Products tab.
4. Click the Submit New Product(s) drop-down and Select Other Product.

5. Click Go.
Select Data and Research Materials from the Product Type drop-down list.

Select either the Dataset or Research Material product type sub-category.
Indicate if you have already added your dataset in the NSF-PAR.

- If you have already entered a dataset in the NSF-PAR, your dataset entry will be auto-populated into your in-progress project report within a few hours.
- If you have not already entered your dataset in the NSF-PAR and you have a DOI, you will be redirected to the NSF-PAR.

Submit New Other Product

* Required

* Have you already added your dataset in the NSF-PAR repository?
  - Yes
  - No

Since you have already added your dataset to the NSF-PAR repository, your dataset will be automatically added to your project report within a few hours. You may close this window or click the Back to Products link above to return to the previous page.
Complete the fields and click the Save button to complete your entry.

Product Status, Publication Year, and description fields must be completed if you chose to enter a dataset and do not have a DOI.

Submit New Other Product

* Required

Listing your dataset publicly through the NSF-PAR repository has many benefits: How to make my dataset publicly available in the NSF-PAR repository.

- Facilitates visibility and discoverability of the results of your research.
- Ensures a clear representation of the product type that resulted from your research.
- Increases the reproducibility of the research findings.
- Provides transparency of data in support of open science for the global research community.
- Enhances connections with other researchers.

Please complete the form below to add your dataset to your project report?

* Product Status What does the product status mean?

- Under Review

* Publication Year What does the publication year mean?

2023 (e.g., 2023)

* Describe your product and how it is being shared: Example description

Characters Remaining: 8000

Cancel Save
If you are adding Research Material, complete the description field and click the Save button to complete your entry.
9 Verify that your added datasets or research materials display on the Products table.

Banner success message displays at the top of the Products page confirming your entry

| You have successfully added your “Research Material” to your project report. |

Note the following in the Products table Product Status column:
- Datasets entered with a DOI in the NSF-PAR will auto-populate in the Products table with an NSF-PAR ID.
- Datasets entered directly in a project report without a DOI will not have an NSF-PAR ID.
- Research materials will display in the Products table without an NSF-PAR ID.

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</tbody>
</table>
• View a summary of dataset and research material additions made in the NSF-PAR on your project report Product Summary by selecting the Products tab in your project report.
• Product Summary provides a count of total products in your project report and in the NSF-PAR.
• Timestamp indicates the most recent batch data pull from NSF-PAR into your project report.

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.

We Want Your Feedback!

• We want your thoughts on the workflow for adding datasets or research materials to your in-progress project reports.
• Please send your feedback to publicaccess@nsf.gov.

Updated July 2023