Removing Datasets from the NSF-PAR & Removing Datasets and Research Materials from NSF In-progress Project Reports

Principal Investigators (PIs) and co-PIs can remove added datasets from the NSF Public Access Repository (NSF-PAR) and from their in-progress Project Report without assistance from the NSF Help Desk.

- Remove Award IDs for a dataset added in the NSF-PAR
- Remove a specific dataset in your in-progress project report that you have removed from the NSF-PAR

- Award IDs removed in NSF-PAR will immediately stop displaying on the Manage Research Products page in the NSF-PAR.
- If the dataset has only one associated Award ID, that dataset is immediately removed from the Manage Research Products page in NSF-PAR and in the NSF-PAR search results.
- Removing a dataset from the NSF-PAR does not automatically remove it from an in-progress project report. You must manually remove it from your in-progress project report.

**Steps to Remove a Dataset from 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.

2. **Click** the Manage Research Products link under Awards & Reporting on the Research.gov homepage to go to the Manage Research Products page in the NSF-PAR.

Updated July 2023
3. Click the Edit link in the Actions column for the dataset you want to remove from the NSF-PAR.

```
Manage Research Products

Use NSF-PAR to add your research products by entering a Digital Object Identifier (DOI) and associating them to specific NSF awards. You can also search for and manage research products that you have previously entered for your awards.

Research Products Previously Submitted

<table>
<thead>
<tr>
<th>Type</th>
<th>Award ID(s)</th>
<th>Title</th>
<th>Author(s)/Creator(s)</th>
<th>DOI Number</th>
<th>PAR ID</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Test Title</td>
<td>Smith, John; Jones, Jane</td>
<td>10.NNNN.XXXXX</td>
<td>123456</td>
<td>Edit link</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Test Title</td>
<td>Smith, John; Jones, Jane</td>
<td>11.NNNN.XXXXX</td>
<td>123456</td>
<td>View</td>
</tr>
</tbody>
</table>
```

- All datasets for the NSF awards for which you have permissions are displayed on the NSF-PAR Manage Research Products page, regardless of whether you originally added the dataset.
- You will continue seeing datasets that are not associated with one of your awards if you were the one who originally added the dataset and other awards are linked to that dataset.

4. Click the Remove award ID link on the Edit Dataset page.

```
Edit Dataset

Award Information:
- Award ID: X00000
- Acknowledgement: Federal Government License: Acknowledged, 07/27/2022
- Completed by: John Smith
- Sponsoring Organization: National Science Foundation

Dataset Information:
- NSF-PAR ID: X00000
- DOI Number: 10.NNNN.XXXXX
- Title(s): Sample Title
- Creator(s): Smith, John; Jones, Jane
- Corporate Creator(s): Sample Corporation
```

Updated July 2023
5 Click the Confirm Award ID Removal link located to the right of the award you want to remove from the added dataset.

You will not be able to remove an award if you did not associate the award to that dataset.

6 Confirm the Award ID and then click the Remove button on the confirmation dialog box.
Validate award removal from the dataset on the banner success message.

The banner success message will display either on the Remove Award ID page or on the Manage Research Products page:

- If you delete one of multiple Award IDs from the list, you will see the banner success message confirming removal of the dataset on the Remove Award ID page (see example 1 below).
- If you delete the only Award ID from the list, you will see the banner success message confirming removal of the dataset on the Manage Research Products page (see example 2 below).
Steps to Remove a Dataset or Research Material from an In-progress Project Report

PIs/co-PIs can:
- Remove a dataset from an in-progress project report after the dataset was removed from the NSF-PAR
- Remove a dataset from an in-progress project report when the dataset has not been removed from the NSF-PAR
- Remove a dataset from an in-progress project report that has not been added in the NSF-PAR
- Remove a research material from an in-progress project report

1. **View** the warning banner message at the top of your in-progress project report and **Click** the Products tab.

2. **Locate** the alert icon in the Actions column that corresponds to the NSF-PAR ID provided to you during the NSF-PAR removal and **Click** the Delete from Report link.
3 Click the Delete button in the modal.

- If you already removed your dataset from the NSF-PAR first, you may now remove it from your in-progress project report.

- If you remove your dataset from your in-progress project report first, a modal message will display informing that the removal will not reflect in the NSF-PAR. After removing the dataset from your in-progress project report, you will then need to remove it manually from the NSF-PAR.

4 Review the success banner message confirming your removal of the dataset (as Other Product) from your project report.
Steps to Remove a Dataset or Research Material Not Entered in the NSF-PAR from an In-progress Project Report

1. **Locate** your Dataset or Research Material on the Products table that does not contain a PAR ID in the Product Status column and click the Delete from Report link.

   Research Materials can only be entered in project reports at this time and are not yet supported in the NSF-PAR. No NSF-PAR ID will display.

2. **Click** the Delete button on the modal.

3. **Verify** successful removal by viewing the banner message displayed at the top of the Products page.
Removing Datasets from the NSF-PAR & Removing Datasets and Research Materials from NSF In-progress Project Reports (cont’d)

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 removing datasets or research materials from your in-progress project reports.

• Please send your feedback to publicaccess@nsf.gov.