



User Manual For Data Deposit

<https://nihdars.nih.gov.my/>

A screenshot of the NIH-DaRS website homepage. The header includes the Malaysian coat of arms, the NIH-DaRS logo, and navigation links: HOME, SEARCH, BROWSE, POLICY, FAQ, USER MANUAL, CONTACT US, REGISTER, and LOG IN. The main banner features a purple and orange background with the text "Do you want to keep your MOH Research Data safely?" and a prominent "Register Now!" button with a hand cursor. Below the banner is a search bar with the placeholder "Type keyword here" and a search icon. The "About NIH-DaRS" section contains a paragraph describing the platform. At the bottom, there are two columns: "Deposit Data" with a cloud icon and a brief description, and "Request Data" with a cloud icon and a brief description.

Deposit Data

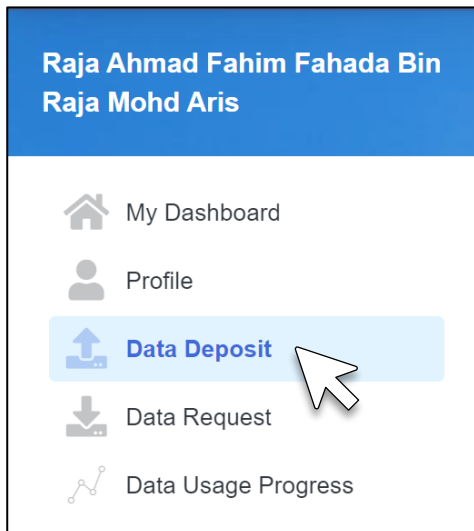
Researchers can deposit their research data in the NIH-DaRS to make the data more FAIR (Searchable, Accessible, Operable and Reusable) and to ensure long-term preservation.

Steps to deposit data for depositor

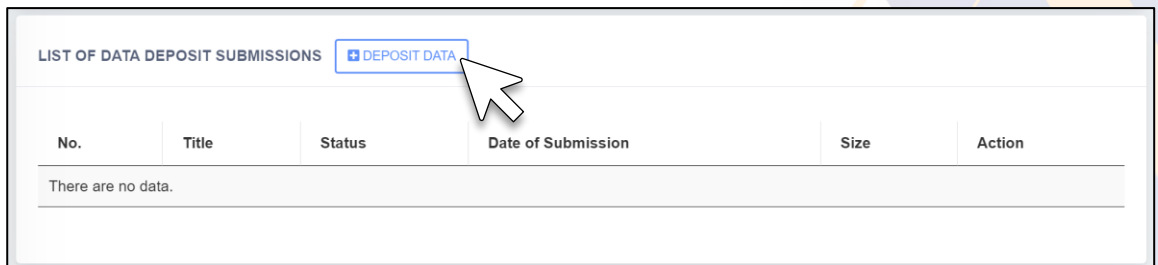
1. Click the MY DASHBOARD button in the main menu

HOME SEARCH BROWSE POLICY FAQ USER MANUAL CONTACT US MY DASHBOARD LOGOUT

2. Click the Data Deposit button in the side bar menu



3. Click the DEPOSIT DATA button in dashboard of Data Deposit



4. If the NMRR Number does not exist in the NMRR list above, please enter it manually here and submit to start filling out the form.

🔍
Deposit Data - Step 1

LIST OF RESEARCH REGISTERED IN NMRR BASED ON IC 991215030000

No.	NMRR Number	Research Title	Status
There are no data.			

* If NMRR Number does not exist in NMRR list above, please insert manually here and submit to start fill up form.

+ Submit

5. Fill in all the information in the Research Information Form.

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Deposit Data - Step 2

RESEARCH INFORMATION

NMRR Number	NMRR-16-475-28822
Title*	<input style="width: 90%; border: 1px solid #ccc;" type="text" value="Enter your research title"/> <p style="font-size: 10px; color: red;">This field is required</p>
Principal Investigator*	<input style="width: 90%; border: 1px solid #ccc;" type="text" value="Principal Investigator"/> <p style="font-size: 10px; color: red;">This field is required</p>
Organisation*	<input style="width: 90%; border: 1px solid #ccc;" type="text" value="Organisation"/> <p style="font-size: 10px; color: red;">This field is required</p>
Email*	<input style="width: 90%; border: 1px solid #ccc;" type="text" value="Email"/> <p style="font-size: 10px; color: red;">This field is required</p>
Corresponding Person Name *	<input style="width: 90%; border: 1px solid #ccc;" type="text" value="Corresponding Person Name"/> <p style="font-size: 10px; color: red;">This field is required</p>
Corresponding Person Email*	<input style="width: 90%; border: 1px solid #ccc;" type="text" value="Corresponding Person Email"/> <p style="font-size: 10px; color: red;">This field is required</p>
Corresponding Person Phone Number*	<input style="width: 90%; border: 1px solid #ccc;" type="text" value="Corresponding Person Phone number"/> <p style="font-size: 10px; color: red;">This field is required</p>
Year *	<div style="display: flex; justify-content: space-between;"> <div> Start <input style="width: 150px; border: 1px solid #ccc;" type="text" value="Eg : 2019"/> <p style="font-size: 10px; color: red;">This field is required</p> </div> <div> End <input style="width: 150px; border: 1px solid #ccc;" type="text" value="Eg : 2020"/> <p style="font-size: 10px; color: red;">This field is required</p> </div> </div>
Description *	<div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> Describe your research is about </div> <p style="font-size: 10px; color: red;">This field is required</p>
Suggested Keyword(s)*	<input style="width: 90%; border: 1px solid #ccc;" type="text" value="Insert comma to enter new 1"/> <p style="font-size: 10px; color: red;">This field is required</p>
Stakeholder(s) *	<input style="width: 90%; border: 1px solid #ccc;" type="text" value="Insert comma to enter new 1"/> <p style="font-size: 10px; color: red;">This field is required</p>

6. Upload Data Dictionary to provide detailed information about the contents of dataset in format Word, PDF & Excel only.

Suggested Future Usage Of The Data (Optional)

Data Dictionary ⓘ

Click Or Drop File In Format Word, PDF & Excel. Other File should be uploaded using Upload button below

No.	Title	Size	Action

7. Please upload research data in this column. Depositors have 2 options for access levels, but depositors are encouraged to choose restricted access. If selected closed access, the depositor must select one of the reasons listed in the selection and upload attachment regarding for choosing closed access.

Research Data* [Upload Research Data Here](#)

No.	Title	Access Level	Reason
1	BOOK1.XLSX	<input type="radio"/> OPEN <input checked="" type="radio"/> CLOSED	Select Reason Select Reason Prior formal agreement with other parties on non-disclosure of the data National security issues Ethical reason Legal requirement
2	BOOK2.XLSX	<input checked="" type="radio"/> RESTRICTED <input type="radio"/> OPEN	
3	BOOK3.XLSX	<input type="radio"/> OPEN <input checked="" type="radio"/> CLOSED	Prior formal agreement with other parties on non-disclosure of the data <input type="button" value="Choose File"/> Reason for r...access.docx

Restricted Access: Research data are accessible only after approval of data request process, while the metadata is available publicly

Closed Access: Only the metadata record is accessible publicly, while the research data are not accessible by other user. Kindly provide reason and upload file attachment regarding

8. Please read Data Deposit Agreement before proceed click check box of applicant's confirmation.

I have read, understood and agree on the terms and condition stated in the [Data Deposit Agreement](#)

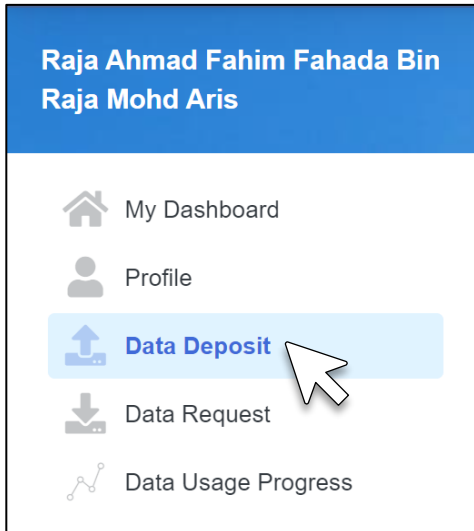
*Kindly click on the data deposit agreement to proceed

9. Click Submit button to submit form.

I have read, understood and agree on the terms and condition stated in the [Data Deposit Agreement](#)

*Kindly click on the data deposit agreement to proceed

10. Click the Data Deposit button in the side bar menu.



11. New deposit data will appear in the data deposit submission list. Click SUBMITTED to view the status timeline

LIST OF DATA DEPOSIT SUBMISSIONS [DEPOSIT DATA](#)

Show 10 Entries Search:

No.	Title	Status	Date of Submission	Size	Action
1	Impact of whales	SUBMITTED	07 Apr 2022	4 MB	View

Showing 1 to 1 of 1 entries Previous 1 Next

12. Display of status timeline. Status Verification is for Admin to filter and verify research data submitted in the system. Status will be set to Published after verification by admin. Metadata of the Published research data will be available in the system for public view

