Welcome to the TDR Steering Committee

Guide to getting your TDR Dataverse service set up and running

Each institution and each liaison has different resources, responsibilities, and capacity. This guide should not be seen as a set of required tasks! Instead, it's intended as a menu of **ideas and resources** that can help you do as much as you want and have the capacity to do on **your** campus. Choose one or choose them all.

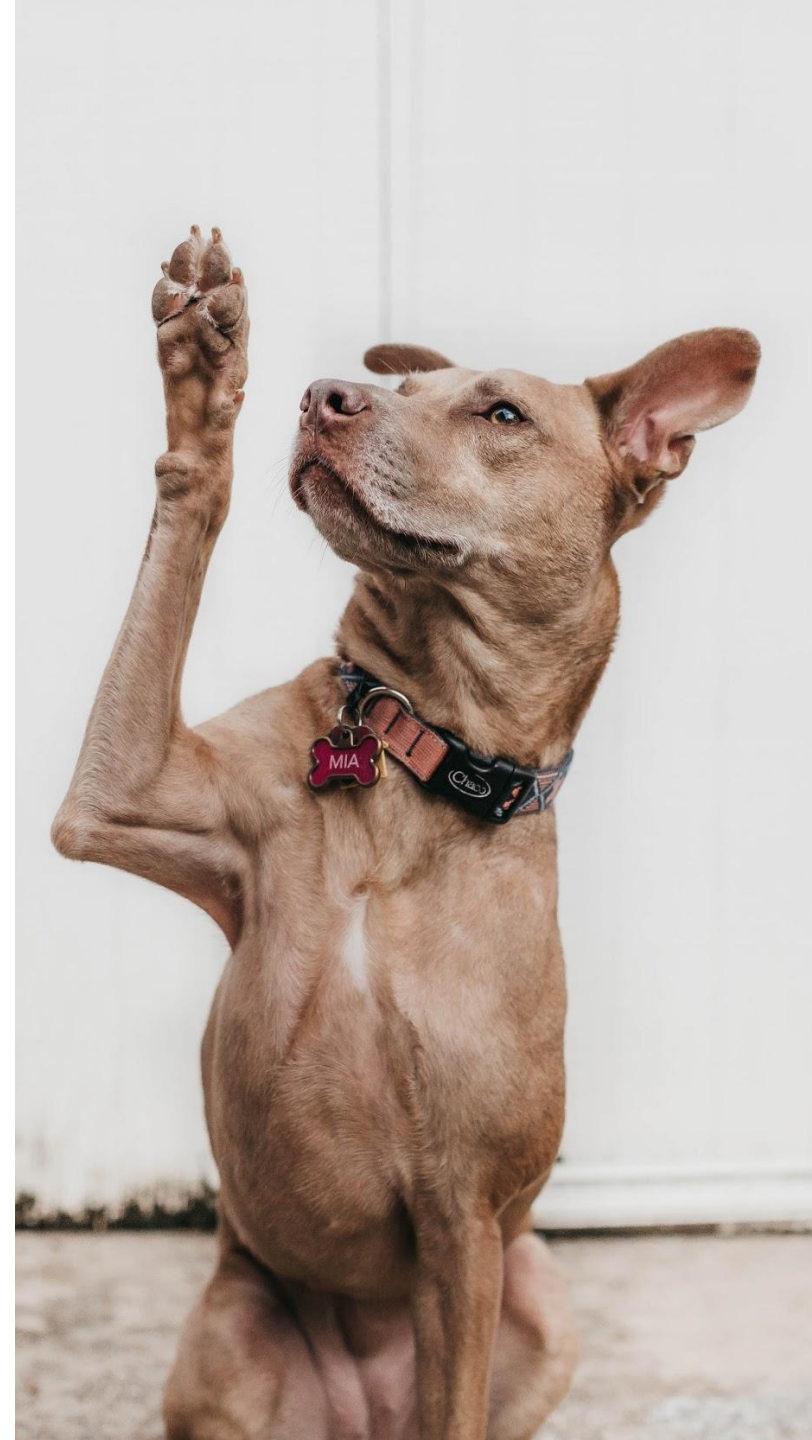The Steering Committee is here to support you as we **work together** to make TDR a success.

What the heck is Dataverse?

Read about the [Dataverse project](#), developed at Harvard's [Institute for Quantitative Social Science (IQSS)](#), along with many collaborators and contributors worldwide.

Get oriented to our TDR Dataverse with the [training series playlist](#).

Check out the videos on [Dataverse TV](#)!

Register for the TDR [Topics in Research Data Management Webinar Series.](#)

Get to know the system

Play in the sandbox:
https://dataverse-training.tdl.org/.

This will help you understand what the software can and can't do, and think through how you want your service configured.

Try downloading a dataset from your own dataverse, then upload it to dataverse-training.

Review the documentation:

https://texasdigitallibrary.atlassian.net/wiki/spaces/TDRUD/overview

The TDR Steering Committee has created a one-stop documentation hub, where you can find a User Guide as well as our policies, committee charter, TDR Roadmap and various other resources that can help you learn more about TDR's dataverse.

Introduce TDR internally

Subject liaisons

Library administration

Others on your team?

Train folks to help you scale. Subject liaisons should know how to talk about TDR, if not also train others to use it. Administrators should at least know about its value. Other front-line staff should know to point people to you if they get stuck.

Build a campus community

Partnerships can be a huge help with promotion and cross-referrals.

- Vice President for Research

- Office of Sponsored Projects

- Grants administrators (departmental and college-level)

- Office of Graduate Studies

- Central and departmental IT

- High performance computing centers

Get the word out

Spread the news to your researchers and partners

[Teach](#) them why, how, and when to use TDR

Host and attend workshops, tabling events, research events, departmental events

Get your partners (internal and external) to help

- Email blasts
- [Flyers](#)
- Giveaways (add your [own logo](#))
- Websites that link to your services
- Word of mouth/referrals

Monitor, survey, assess

- Use your **bi-weekly reports** to keep an eye on your new service
- Ask for **feedback**. Interview researchers to find out what's missing, what pain points there are, what kind of support they need
- Review periodically whether the data going in are in need of curation. Is your **deposit model** working?
- Show off good examples as "**featured dataverses**"

Engage and give back

Help us develop an [intelligent roadmap](#) that meets YOUR researchers in YOUR campus setting.

Attend and engage in the monthly Steering Committee calls! Add things you care about to [the agenda](#). Get involved in a [project](#).

We've already contributed developments back to the DV community (google log-ins; [DV Uploader](#)) and are working on a pilot project for larger storage. What else can we do that will contribute to the larger community while answering a real demand your users may have?

Reach out for help

Email the helpdesk for technical issues: support@tdl.org

Email the steering committee for feedback: tdr-steering@utlists.utexas.edu

We are in this together!

Get involved in the Global Community

52 Installations

Stats generated: 12th December 2019 11:39 EST

TDL is a member of the Global Dataverse Community Consortium. Keep up with ongoing developments from the Dataverse Development Team at Harvard's IQSS through bi-weekly community calls, the very active online forum, and at annual Community Meetings. Keep current with the larger Dataverse Roadmap, and how that fits with our own TDR Roadmap.

Essentials Checklist

- ❏ Obtain access to shared folders.
- ❏ Subscribe to TDR email list.
- ❏ Review Onboarding Materials in User Documentation.
- ❏ Review the User Guide and Policies.
- ❏ Practice creating a dataset and dataverse on the test interface.
- ❏ Sign the Service Level Agreement (SLA).
- ❏ Obtain administrative permission for your institution's Dataverse.