Helix Research Data Repository Step-by-Step Deposit Guide

Helix is the institutional research data repository for research staff and students affiliated with Imperial College London.

1 PREPARE YOUR DATA FOR DEPOSIT

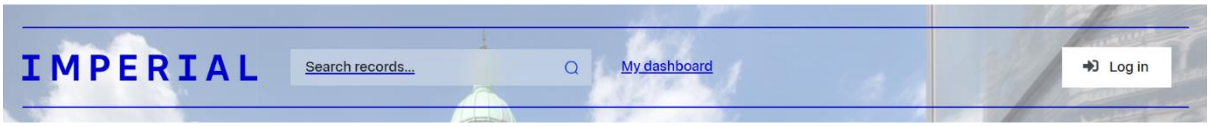
Please review the following before depositing your data with Helix:

- Organise files logically. Use clear, consistent naming conventions and folder structures.
- Ensure you have the right to share all included materials.
- Anonymise personal data. Ensure no identifiable information is included unless explicitly permitted.
- Check that your files and overall dataset size do not exceed the repository's limits. The repository currently supports a maximum of 3.5 GB per individual file, 10 GB per dataset and up to 100 files per submission.
- Use file formats that support long-term accessibility and reuse. While all file formats are accepted, we recommend using open or widely supported file formats where possible.

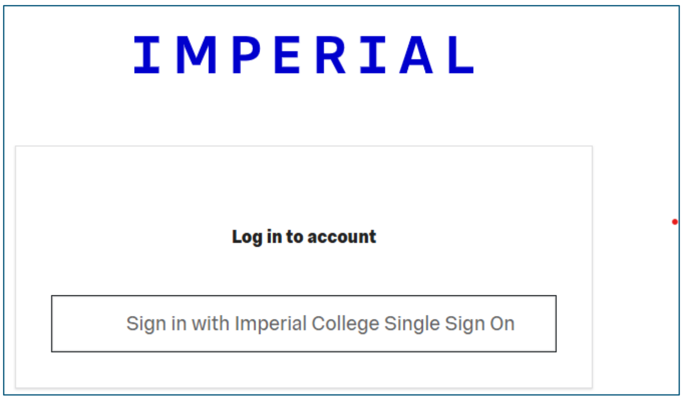
See our Data Deposit Checklist for additional guidance on how to prepare your data for deposit.

2 REGISTER AND LOGIN

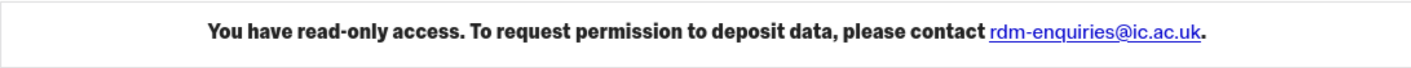
2.1 Go to https://helix.imperial.ac.uk/ and click on **Log in** from the navigation bar.



Log in using your Imperial College Single Sign On



Permission to deposit is restricted to academic staff and research PGRs. If, after logging in, you see the following message but believe you should have permission to deposit, please contact rdm-enquiries@imperial.ac.uk



3 START A NEW DEPOSIT

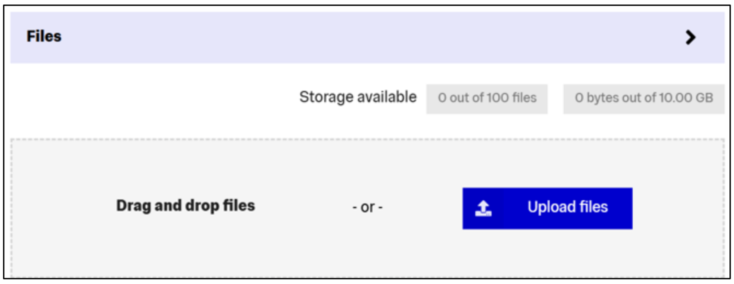
Click on + on the navigation bar and select **New Upload** from the drop-down menu.

The + icon will appear only if you have the necessary permissions to deposit.

The eligibility requirements for depositing in the repository are outlined in the **Submissions Policy**. If you have reason to believe you should have permission to deposit but do not see the icon, or if you need further clarification, please contact rdm-enquiries@imperial.ac.uk for assistance.

4 UPLOAD FILES

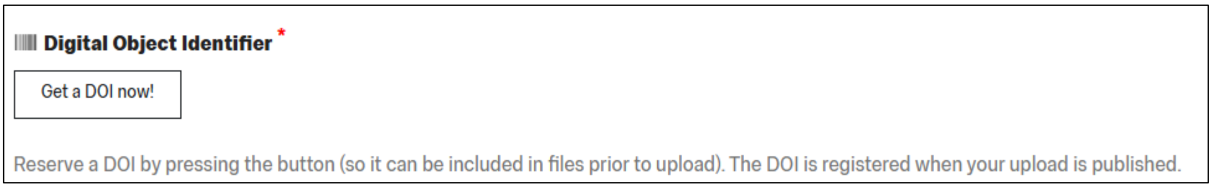
4.1 You can either **Drag and drop files** OR select **Upload files**.



- Files should be **final versions ready for publication**. Once published, files cannot be modified. Any changes will result in a new version being created.
- You should upload any additional **supporting documentation** that could help others understand and reuse your data. This may include a README.txt file, a data dictionary, a methods or protocols description, codebooks, or data processing scripts.
- If your research involved human participants, please include a copy of the **blank consent form** and **participant information sheet** used in the study.

5 RESERVE A DOI

5.1 Select **Get a DOI now!** to reserve a DOI for your submission. The DOI will not go live until the dataset is published.



If your dataset has been published elsewhere and already has a DOI or other persistent identifier (e.g. an accession number), please create a record for your dataset in Symplectic instead.

6 DESCRIBE YOUR DATASET

6.1 BASIC INFORMATION (REQUIRED)

Title	Provide a title for your dataset. We recommend the format: 'Dataset for [article/output title]'
Creators	List the persons responsible for creating the dataset.
Description	Provide a concise description of your dataset including details such as a list of the files included, how and why the files were created, any software required to access them and any additional contextual information that would help others understand and reuse your data. If the dataset requires more detailed documentation – such as definitions of column headings and row labels in tabular data – we recommend uploading a README.txt file or other relevant supporting documentation alongside the data files.
Licences	Choose a licence from the dropdown menu. We recommend either CC0 or CC-BY for data. Click here for help with choosing a licence.

6.2 RECOMMENDED INFORMATION

Contributors	Add the names of any other individuals significantly involved in collecting, managing or otherwise contributing to the development of the dataset.
Keywords and subjects	Add any keywords or phrases describing the dataset.
Languages	The language(s) used in the dataset. You can select more than one.
Dates	Add the date when the dataset will be made publicly available. If the dataset is embargoed use the date when the embargo ends. Additional dates can be added if applicable e.g., the time-period during which the data was created or collected.
Version	Include a version number if applicable, for example, if an earlier version has already been published.
Funding	Select **Add award** to choose a funding source from the provided list or select **Add custom** if the award is not listed and enter the details in the space provided.
Alternate identifiers	Add any alternate identifiers applicable to the dataset. The alternate identifier should be an additional identifier for the same instance of the resource.
Related Works	Enter the name and unique identifiers for any related works e.g., publications, pre-prints, related datasets or project websites.
Contact information	Please provide a valid and monitored contact email address with your dataset submission. Acceptable email addresses: • A current institutional email (e.g., name@imperial.ac.uk) is preferred. • A shared or group email affiliated with your research group or department. • For PhD students submitting data as part of their thesis at the end of their studies, a personal email address may be used **only** if your institutional

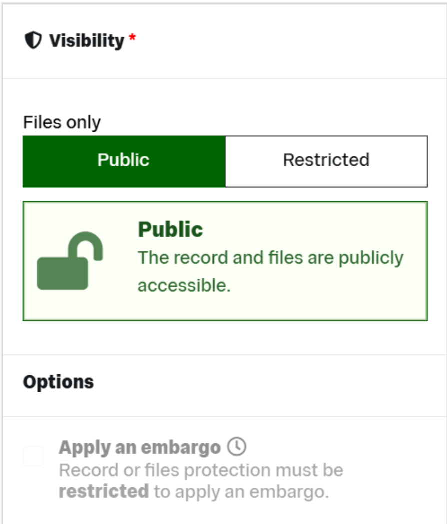
	email will soon become inactive. In this case, please ensure the address is one you will continue to monitor

7 SELECT ACCESS AND VISIBILITY SETTINGS

Select an appropriate **Visibility** setting. Depositors have two options: **Public** and **Embargo**.

7.1 Public

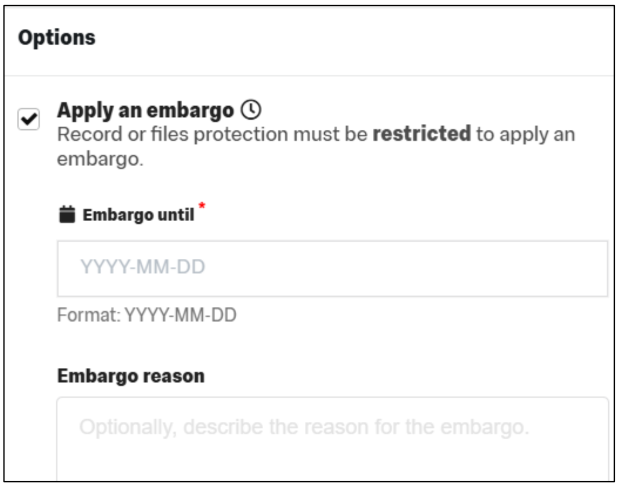
If the data can be made publicly available immediately, set the access level to **Public**. Both the files and the metadata will become publicly accessible as soon as the submission is approved for publication.



7.2 Embargo

If there is a valid reason to delay publication—for example, awaiting a related article's publication or a pending patent—you may apply a temporary **embargo**.

To do this, first select the **Restricted** visibility. Then enter the date the embargo should end in the **Embargo until** field, using the format **YYYY-MM-DD**.

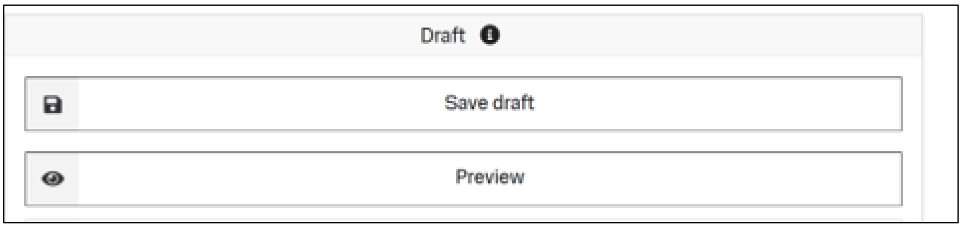


You may also use the **Embargo reason** field to briefly explain why the embargo is being applied (optional).

Please note that while a submission is under embargo, file access is temporarily restricted. The files cannot be downloaded, but the metadata record remains visible. **Once the embargo date expires the data files will be made publicly available**. Helix cannot currently accept datasets requiring indefinite restricted access due to sensitive or confidential data. **You should only select restricted visibility if you also intend to apply an embargo and the files can be shared publicly once the embargo expires.**

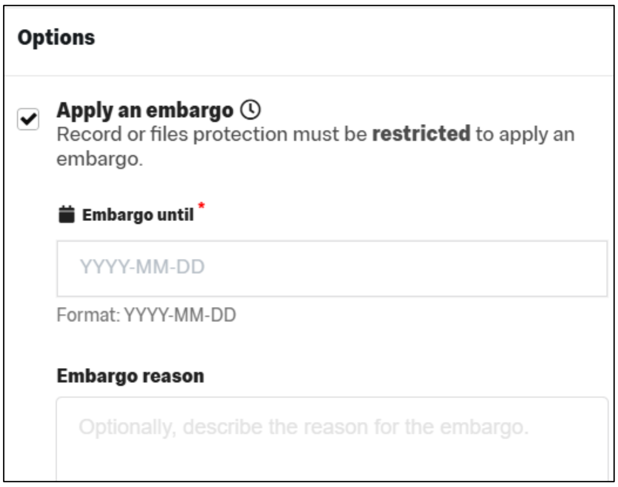
8 SUBMIT FOR REVIEW

8.1 **Save draft**. Save the submission record as a draft.



8.2 You can **Preview** the record and make changes before submitting your files and record for publication. **Make sure that you check your dataset before releasing it for publication as you will not be able to edit or remove data files after they have been published**. If you need to remove a file, e.g. because it contains errors or was published by mistake, email rdm-enquiries@imperial.ac.uk

8.3 Once you are satisfied that the files and record are ready for publication, select **Submit for Review**.



8.4 Check the box to confirm that you have read and agree to the terms outlined in the Data Deposit Agreement.

Once a dataset is submitted for review, repository staff will review the submission. Repository staff will conduct checks to confirm that metadata is complete, accurate, and aligned with repository policies.

Depositors will be contacted if clarification or additional information is necessary to support the curation or publication process. The DOI will remain private until the dataset goes live.