

## KiltHub Projects Guide

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### Welcome to KiltHub

Carnegie Mellon University is now providing a comprehensive repository for research data and other forms of scholarly outputs. Powered by figshare, KiltHub is an online platform for citing, sharing, and discovering research data and other forms of scholarly output. This user guide will walk you through the process of using projects, adding materials and notes to a project, and how to request additional storage for a project. For more information on how to upload your materials or create collections, please see our depositing materials or creating collections guides.

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### What is KiltHub?

KiltHub is a place to make all your research data and other scholarly outputs citable, shareable, and discoverable. It's a place to share your supplementary research to make them first class outputs. Share both positive and negative results and get credit for all your research.

The most important things about KiltHub:

- Your research is assigned a **DOI**. This means you can cite it as a research output alongside your paper or as a freestanding piece of data.
- KiltHub complies with **funder mandates** around **making data openly accessible** and **stored in perpetuity**.

For more information, please contact:

website: <https://kilthub.cmu.edu>

twitter: [@KiltHub](#)

email: [kilthub@andrew.cmu.edu](mailto:kilthub@andrew.cmu.edu)

support site: [library.cmu.edu/kilthub](http://library.cmu.edu/kilthub)

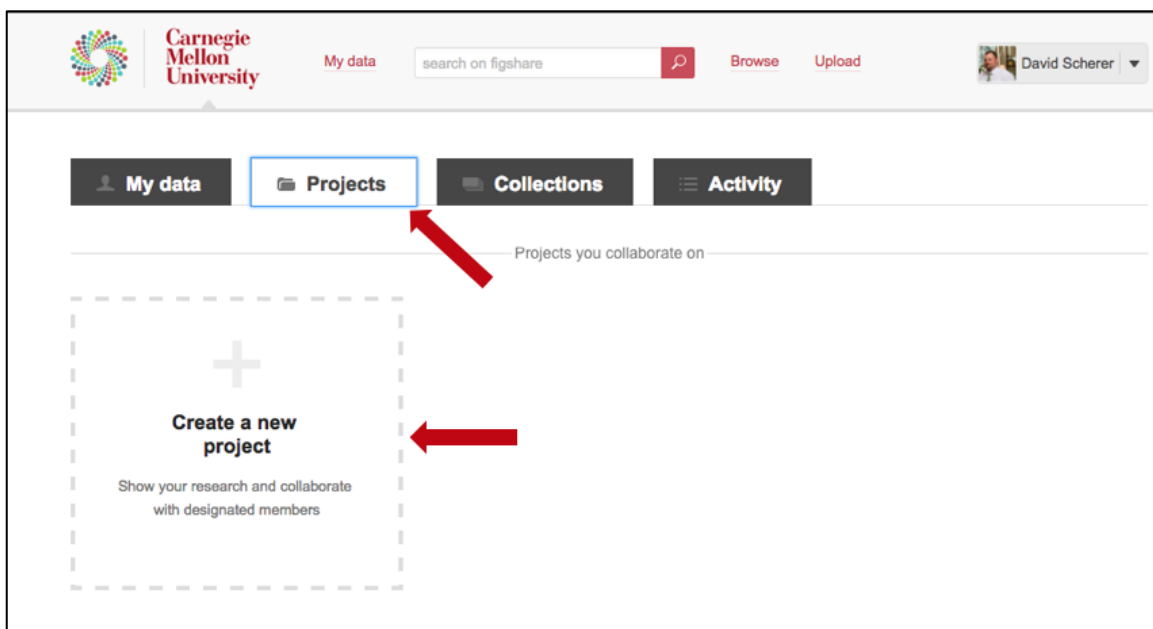
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### How to Use Projects

Projects are collaborative spaces used for ongoing work. Upload materials that are in progress and allow project users and collaborators to view this content and make comments. Projects are great collaboration spaces for grants or working with collaborators from outside CMU.

### How to Start a Project

1. Go to your My Data page and select the **Projects** tab. Click on the **+Create a new project** button.



2. This will take you to the Projects Metadata Record Page. Complete the metadata fields as descriptively as possible.

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### Projects Metadata Record Page

#### ← Create project

**Title**

**Description**

Please describe your project. Include as many details as possible.

**Funding**

**Project Type**

Once saved, this cannot be changed

individual  group

- Everyone uses their own quota and account storage.
- People take their work with them if they leave the project.
- Items are created using the metadata schema of the submitter


**Privacy settings**

**Note:** You can apply this setting only after you have public content in this project.

Display this project publicly

**Members**

Managers

 **David Scherer**  
Scholarly Communications and Resear...

or [invite new users](#)

3. Insert a Project **Title**. The title should be at least three characters.

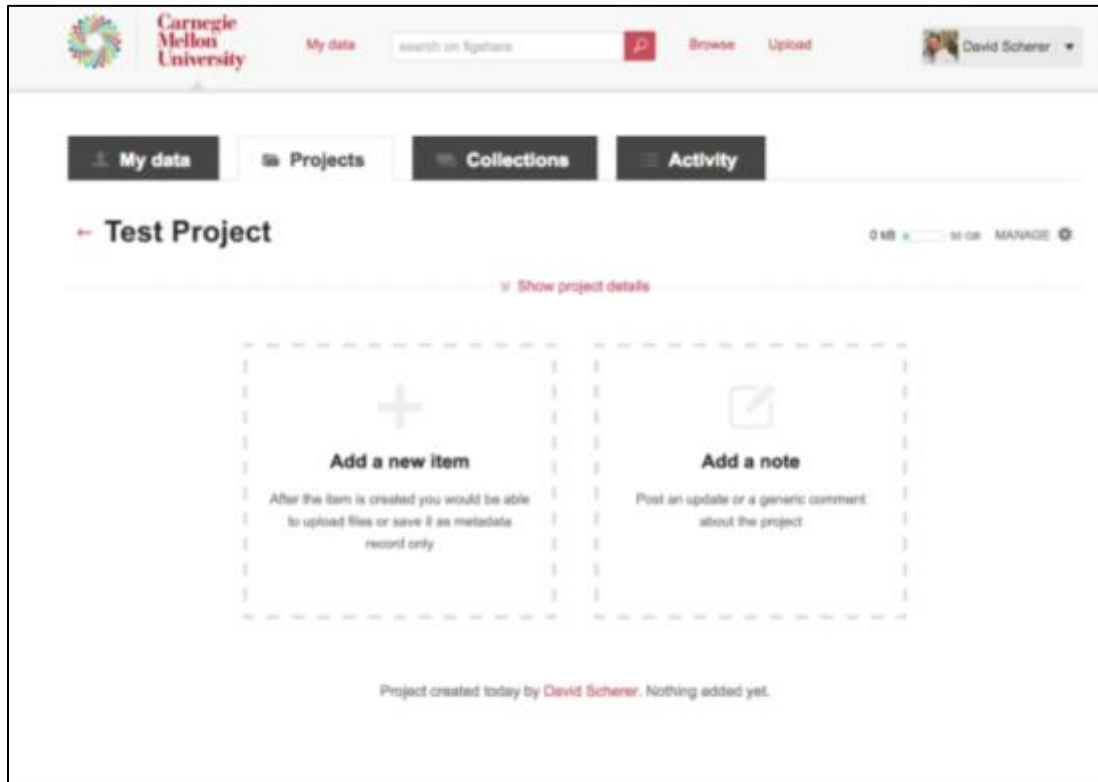
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4. Write a **Description**. This is the description of the project. This should include any relevant information about the project. Be as descriptive as you can.
5. Add any **Funding** information. Insert the name of the funding source(s) and the related funding identification information.
6. Select the **Project Type**.
  - Option 1: Individual
    - Everyone uses their own quota and account storage.
    - People take their work with them if they leave the project.
    - Items are created using the metadata schema of the submitter
  - Option 2: Group
    - Submitters' quota will not be used, storage allocation comes directly from the project (see below).
    - All work is stored on KiltHub and remains within the project space if people leave.
    - Contributors must adopt the metadata schema of the project owner.
7. Once your project has public content, you will have the option to display your project publicly in the **Privacy Settings** field. To make the project public, you must first make at least one item public within the project.
8. Add users to the project by searching for the name of the CMU User on the right-hand side of the page. Add users not affiliated with CMU by clicking on the **invite new users** link. Users can either be added with the collaborator's or viewer's role. Collaborators can comment on the project and the data within it, while viewers can only view the data. You can also include an optional message to the user invite.
9. After you have entered the metadata about your project and invited the project members, make sure you click "Save Changes."

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### How to Add Materials and Notes to a Project



### How to Add Materials to a Project

1. Select **Add a new item**. This will take to you the item metadata submission form.
2. Enter the metadata about the item.
3. Once the item's metadata submission form is complete you can save the item for later to be reviewed by the project members.
4. Project members will be able to add a comment to the project item, as well as the ability to remove the item, remove it from the project, or delete the item.
5. Once you are satisfied with the item, you can click "Submit" on the metadata submission form to have it reviewed for publication.

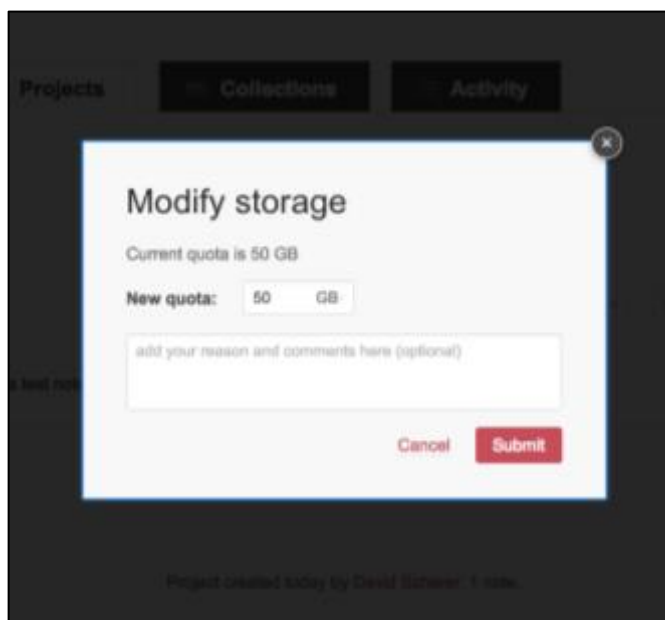
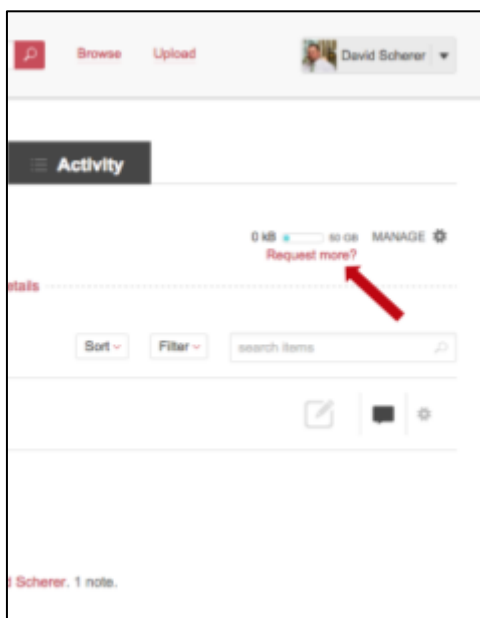
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### How to Add a Note to a Project

1. Select **Add a new note**.
2. A note form field will appear where you can enter your note for the project.
3. You can edit the note you have made, or choose to delete the note once it has been entered.

### How to Request Additional Storage for a Project

Please understand this is only a request. All storage decisions are based on the repository's ability to support the materials. Additional funding from the project may be required to support certain requests.



1. Projects that are created using the project-type “Group” are given a starting storage amount of 50GB. Additional Storage can be requested.
2. To request additional storage, hover your mouse over the project storage summary gauge.
3. Click on, “Request more?”

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4. Enter the new quota amount you wish to request. Enter a descriptive reason explaining the need for additional storage.