Terms of use for Sussex Research Online

and Sussex Figshare

The Sussex Research Online and Sussex Figshare Repository Terms of Use determine how members of the University, and the community of users, interact with Sussex Research Online (SRO) and Sussex Figshare. The terms of use support The University of Sussex's Open Research Policy.

The terms of reference cover:

- An overview of the purpose of Sussex Research Online and Sussex Figshare
- What can be deposited onto Sussex Research Online and Sussex Figshare
- Who can deposit items onto Sussex Research Online and Sussex Figshare
- The terms stating how users can access material on Sussex Research Online and Sussex Figshare
- The responsibilities of depositors
- The responsibilities of administrators

Overview

Figshare is an open research repository infrastructure provided by Digital Science. The infrastructure hosts research outputs via SRO as well as research data via Sussex Figshare. The repository is accessible through the web address: https://sussex.figshare.com/. It is administrated by the University Library's Research & Open Scholarship team. The Figshare infrastructure adheres to FAIR principles (Findable, Accessible, Interoperable and Re-usable), thereby supporting University of Sussex researchers to make their work publicly available through open formats where possible.

What can be deposited into SRO and Sussex Figshare

Only research data and publications connected to University of Sussex (i.e. authored by current or former researchers, research students or staff) may be deposited onto the repository. The administrators reserve the right not to accept material produced at the University which does not directly relate to research which has taken place at the University.

SRO may be used for publishing a range of outputs included but not limited to:

March 2026

- Journal publications
- Book chapters
- Conference proceedings
- Presentations
- Monographs
- Theses

Sussex Figshare may be used for publishing all finalised data that can and should be shared, i.e:

- Funded data in line with funder requirements
- Data in support of publications
- Data in support of PhD theses
- Data from completed research which is of long-term value or re-usable.

Sussex-related material not covered by the above sections may be added upon request if it meets a business need, and in discussion with the Library.

Researchers should explore the options for subject-based repositories where appropriate to ensure their data is held in the most appropriate repository, and in line with funder guidelines.

Sussex Figshare can be used to create a metadata only record to link to data that meets the above requirements but is held elsewhere.

Data deposited into Sussex Figshare must be made openly available, either immediately or after a defined embargo period set by the researcher.

Data deposited into Sussex Figshare should not duplicate data held elsewhere.

Who can deposit items onto SRO and Sussex Figshare

- Research staff and PGRs currently at Sussex
- Research staff and PGRs who no longer at Sussex but who are submitting data that is connected to research undertaken whilst at Sussex. This is considered on a case-by-case basis.

How can users access material on SRO and Sussex Figshare

Research datasets and outputs are made available in Sussex Figshare /SRO on licences or terms set out by depositors, e.g. the terms of a specific Creative Commons Licence.

March 2026

Research outputs and datasets from Sussex Figshare/SRO must be correctly cited including full bibliographical details in the suggested form: author/s, publication year, title, URL of Research Outputs on Sussex Figshare/SRO.

Roles and responsibilities:

Responsibilities of Depositors

Depositors are responsible for ensuring that any research outputs submitted to the Repository were generated in accordance with the University's research policies and in accordance with policies of relevant research funders.

Depositors are responsible for the content and the quality of submitted files (both data and outputs), including ensuring that they are GDPR compliant, and if the submission contains material for which the Depositor does not hold copyright, and that exceeds fair dealing permitted by law, the Depositor will have obtained the permission of the copyright owner to grant the University the rights required to make these research outputs available by the Repository, and that such third party-owned material is clearly identified and acknowledged within the text or content of the submission.

Depositors are responsible for ensuring that submitted Research Outputs have an appropriate metadata description.

Depositors who choose to add an embargo period to their data records are responsible for notifying library staff if they need this embargo period to be extended, otherwise the data will be published automatically on the data expiry date.

Responsibilities of the administrators

The administrators are responsible for the management of deposited research outputs and datasets, as well as for storing and sharing them according to the guidelines of research funders.

The administrators are committed to the responsible and sustainable management of research outputs deposited in the Repository and to ensuring long-term access to those works by keeping multiple copies of these outputs in dedicated archival storage.

The administrators strive to maintain the availability of deposited works in the Repository indefinitely, but for technical, administrative, or legal reasons it may be necessary, and the Repository reserves the right, to remove deposits without notice. Upon such an occurrence the metadata record indicating storage of Research Outputs in the Repository may remain visible in perpetuity.

March 2026

Administrators will review the data records and may seek additional information from depositors. Data will not be published until this has been provided.

Sussex Figshare Workflow

Depositors should submit their data records for review by Library staff as early in the publication process as is possible.

Depositors should be in a position to provide details of consent for data sharing should this be required.

Depositors should upload data in open formats where possible, and should include in the record sufficient documentation for the data to be fully understood (ie including but not limited to ReadMe docs explaining field names and processing carried out on the data, supporting material such as questionnaires, and any code or algorithms required to work with the data).

Responsibility for adding data on behalf of a research project with multiple authors should not be given to temporary project staff who may leave before the data has been published.

Library staff will review the data records and may seek additional information from depositors. Data will not be published until this has been provided.

SRO Workflow- research outputs

Elements is the university's research information management system. It is a central collection of data on users, research outputs, professional and teaching activities and impact-related activities and is integrated with SRO. Authors should use Elements to create publication records for their research outputs and, via Elements, deposit publication records to Sussex Research Online [SRO].

SRO Workflow-Theses

Metadata & Discovery staff deposit theses directly on receipt of full data and completion dates from the Research Student Examinations office. Any embargoes are granted a month grace period after embargo end, in order for extensions to be applied for, before being lifted.

The takedown policy sets out the terms by which you may request material is removed from the SRO/Figshare.

March 2026

Support and Maintenance

In the first instance, end-user support is provided by the Library Research and Open Scholarship Team using the research-data@sussex.ac.uk email address. Queries may be escalated to Sympletic's technical support team.

System upgrades are coordinated between the Library, ITS and Symplectic at regular intervals throughout the year.

Training and Documentation

The Library's Research Data team is responsible for the development and maintenance of training materials and documentation. In addition, the team delivers a regular programme of workshops, covering various aspects of using Sussex Figshare.

Accessibility

Figshare is measured against WCAG 2.2 Level A and AA, meets almost all Level A requirements, and is working to update the platform to meet a greater number of Level A and Level AA criteria

March 2026