

Your 7 steps to sustainable data



1. Prepare your data

Select the relevant data files. Check them for privacy aspects and file format against the guidelines issued by DANS.



2. Go to EASY

Log in at <https://easy.dans.knaw.nl>. If you are new to EASY, you will have to register for an account first.



3. Start the deposit procedure

Go to 'deposit your data', select your discipline and click 'start deposit'.



4. Documentation and access level

Describe the dataset and indicate whether it is open access or whether access restrictions apply.



5. Upload your data files

Select your data files and click 'upload dataset'.



6. Submit your data files

Accept the licence agreement and send your dataset to DANS by clicking the 'submit' button.



7. Publication by DANS

DANS will verify the dataset and publish the description you made. Your data have now been sustainably archived and will be accessible to others on a permanent basis under the conditions you specified.

