Guidance on how to approve action plans internally and how to share them with the broader CoARA community

Dear CoARA Signatories and Members,

We are inviting you to contribute to our collaborative efforts by uploading your respective Action Plan files to a Zenodo community dedicated to CoARA action plans.

Approval of action plans

Organisations enjoy full autonomy in setting up a procedure for approval and possible amendments of their action plans. They are welcome to follow the simplest possible or most efficient internal validation procedures.

Sharing action plans to the CoARA community

CoARA signatories and members are invited to share their action plans via Zenodo by depositing them to a Zenodo community dedicated to CoARA action plans.

Guidelines for CoARA signatories on uploading action plan files to the CoARA community on Zenodo

Step 1: Accessing Zenodo

Go to the Zenodo website: https://zenodo.org/

Sign in to your Zenodo account using your credentials. If you do not have an account, you can create one by following the registration process.

Step 2: Uploading Your Action Plan File

From your Zenodo dashboard, click on the "Upload" button. Choose "Publication" from the content types.

1. Select the Action Plan file from your computer that you wish to upload. Ensure that your file is in an appropriate format (e.g., PDF, Word document).
2. Fill in the required metadata, including title, authors, description, and keywords. Please ensure that you mention "CoARA" in the keywords for easy identification.
3. For the "DOI," you can choose to either:
4. Leave it blank if you don't have a specific DOI in mind, and click "Reserve DOI" if you would like one to be auto-generated for this submission.
5. If you have a DOI that you would like to associate with this submission, enter it in the provided field.
6. Under "Communities," select "Coalition for Advancing Research Assessment - Action plans from signatories and members" to associate your upload with our community.
7. Review the licensing options and select the one that aligns with your preferences for sharing and reuse.
8. Click Save and Publish to submit your Action Plan file.

Step 3: Notify CoARA Secretariat

Please send an email to secretariat@coara.eu once you have uploaded your Action Plan. Include the title and DOI of your upload for easy reference.

Note:

If you have multiple versions of the Action Plan, we kindly ask you to create a new version on Zenodo rather than uploading separate files.

Thank you for your valuable contribution to CoARA's research assessment initiatives. Your participation is instrumental in advancing our collective goals.