Removing Datasets from the NSF-PAR & Removing Datasets and Research Materials from NSF In-progress Project Reports

Principal Investigators (PIs) and co-PIs can remove added datasets from the NSF Public Access Repository (NSF-PAR) and from their in-progress Project Report without assistance from the NSF Help Desk.

- ✓ Remove Award IDs for a dataset added in the NSF-PAR
- ✓ Remove a specific dataset in your in-progress project report that you have removed from the NSF-PAR

- Award IDs removed in NSF-PAR will immediately stop <u>displaying</u> on the Manage Research Products page in the NSF-PAR .

- If the dataset has only one associated Award ID, that dataset is immediately <u>removed</u> from the Manage Research Products page in NSF-PAR and in the NSF-PAR search results.

- **Removing a dataset from the NSF-PAR does <u>not</u> automatically remove it from an in-progress project report. You must manually remove it from your in-progress project report.**

Steps to Remove a Dataset from the NSF-PAR

1 **Sign in** to Research.gov:

- Open Research.gov.
- Click **Sign In** located at the top right of the screen to enter credentials.
- On the NSF User Sign In page, sign in to Research.gov with your NSF credentials, organization credentials, or with your Login.gov credentials and click the **Sign In** button.
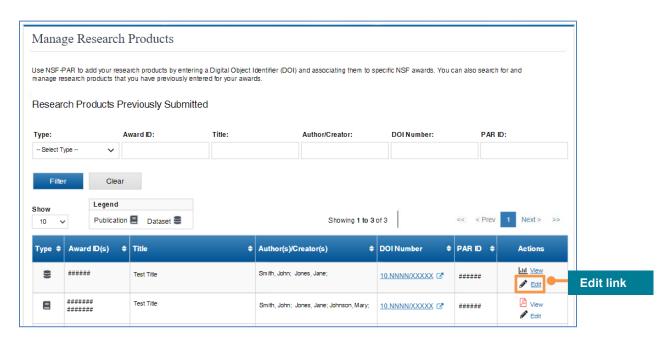

2 **Click** the Manage Research Products link under Awards & Reporting on the Research.gov homepage to go to the Manage Research Products page in the NSF-PAR.

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3 **Click** the Edit link in the Actions column for the dataset you want to remove from the NSF-PAR.

Manage Research Products

Use NSF-PAR to add your research products by entering a Digital Object Identifier (DOI) and associating them to specific NSF awards. You can also search for and manage research products that you have previously entered for your awards.

Research Products Previously Submitted

Type:	Award ID:	Title:	Author/Creator:	DOI Number:	PAR ID:
-- Select Type --					

[Filter] [Clear]

Show: 10

Legend: Publication | Dataset

Showing 1 to 3 of 3   << < Prev 1 Next > >>

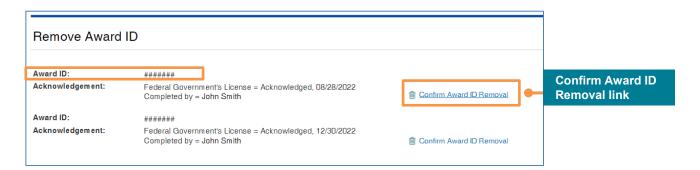| Type	Award ID(s)	Title	Author(s)/Creator(s)	DOI Number	PAR ID	Actions
🗄	######	Test Title	Smith, John; Jones, Jane;	10.NNNN/XXXXX 🔗	######	📊 View / Edit
📄	####### #######	Test Title	Smith, John; Jones, Jane; Johnson, Mary;	10.NNNN/XXXXX 🔗	######	📄 View / Edit

Edit link

ℹ
- All datasets for the NSF awards for which you have permissions are displayed on the NSF-PAR Manage Research Products page, regardless of whether you originally added the dataset.
- You will continue seeing datasets that are not associated with one of your awards if you were the one who originally added the dataset and other awards are linked to that dataset.

4 **Click** the Remove award ID link on the Edit Dataset page.

Edit Dataset   🖨 Print Summary

➕ Add additional award ID

Remove award ID link

🗑 Remove award ID

🔄 Refresh Dataset Information

Award Information:
Award ID: XXXXXXX
Acknowledgement: Federal Government's License = Acknowledged, 07/27/2022
Completed by = John Smith
Sponsoring Organization: National Science Foundation

Dataset Information:
❓ NSF-PAR ID: XXXXX
DOI Number: 10.NNNN/XXXXX
Title(s): Sample Title
Creator(s): Smith, John; Jones, Jane;
Corporate Creator(s): Sample Corporation

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Removing Datasets from the NSF-PAR & Removing Datasets and Research Materials from NSF In-progress Project Reports (cont'd)

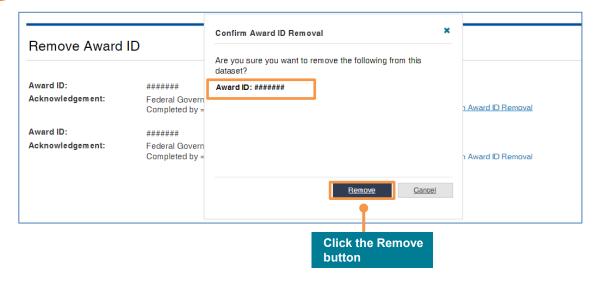**5** **Click** the Confirm Award ID Removal link located to the right of the award you want to remove from the added dataset.

Remove Award ID

Award ID:	######
Acknowledgement:	Federal Government's License = Acknowledged, 08/28/2022 Completed by = John Smith

🗑 Confirm Award ID Removal

Confirm Award ID Removal link

Award ID:	######
Acknowledgement:	Federal Government's License = Acknowledged, 12/30/2022 Completed by = John Smith

🗑 Confirm Award ID Removal

ℹ You will not be able to remove an award if you did not associate the award to that dataset.

Acknowledgement:	Federal Government's License = Acknowledged, 12/30/2023 Completed by = John Smith
Award ID:	XXXXXXX
Acknowledgement:	Federal Government's License = Acknowledged, 07/30/20... Completed by = John Smith
Award ID:	XXXXXXX
Acknowledgement:	Federal Government's License = Acknowledged, 06/20/2022 Completed by = Jane Jones

Removal Not Available

You cannot remove an award that you have not added yourself.

For further assistance please contact your Program Officer or the NSF Help Desk at 1-800-381-1532.

ℹ Removal Not Available

6 **Confirm** the Award ID and then click the Remove button on the confirmation dialog box.

Remove Award ID

Confirm Award ID Removal ✕

Are you sure you want to remove the following from this dataset?

Award ID: #######

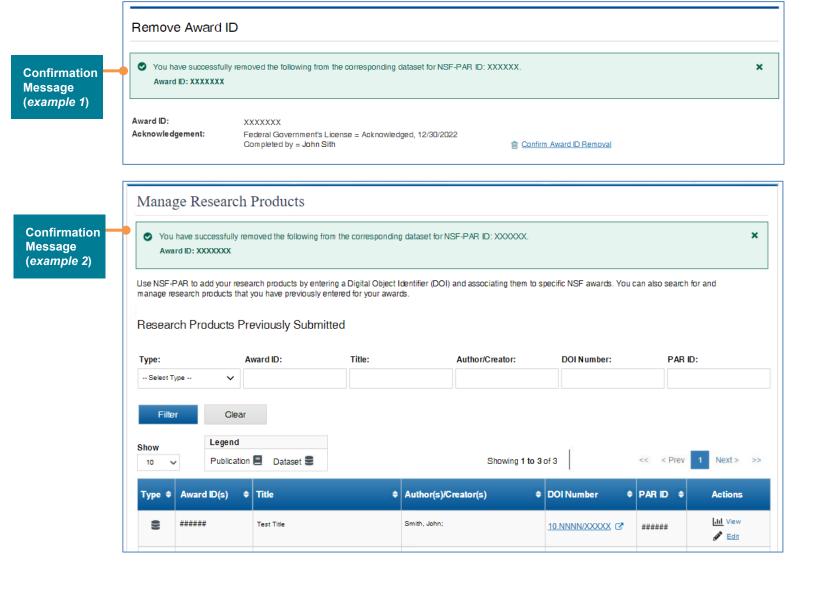|	
Award ID:	#######
Acknowledgement:	Federal Govern... Completed by =
Award ID:	#######
Acknowledgement:	Federal Govern... Completed by =

Remove   Cancel

Click the Remove button

7 **Validate** award removal from the dataset on the banner success message.

ℹ️ The banner success message will display either on the Remove Award ID page or on the Manage Research Products page:

- If you delete one of multiple Award IDs from the list, you will see the banner success message confirming removal of the dataset on the Remove Award ID page (*see example 1 below*).
- If you delete the only Award ID from the list, you will see the banner success message confirming removal of the dataset on the Manage Research Products page (*see example 2 below*).
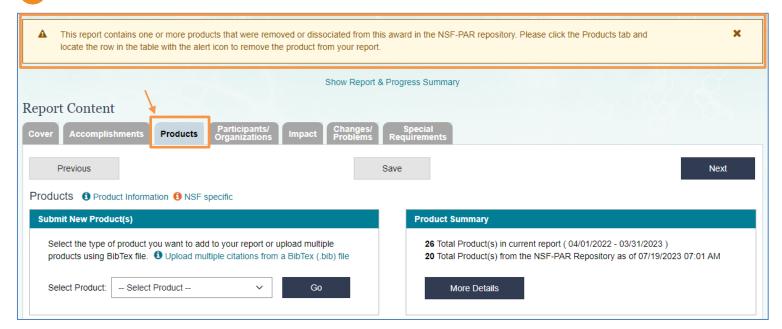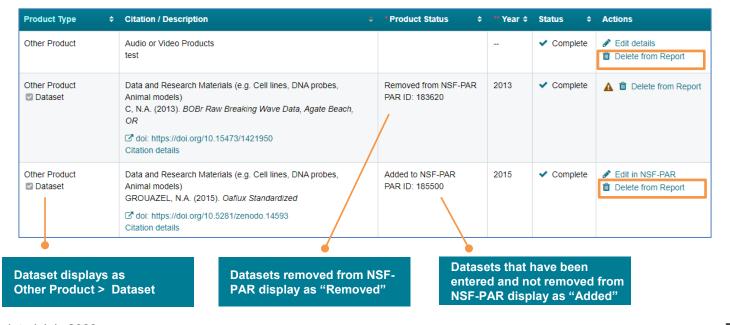
Confirmation Message (*example 1*)

Remove Award ID

✓ You have successfully removed the following from the corresponding dataset for NSF-PAR ID: XXXXXX. ✕
   Award ID: XXXXXXX

Award ID: XXXXXXX
Acknowledgement: Federal Government's License = Acknowledged, 12/30/2022
                      Completed by = John Sith   🗑 Confirm Award ID Removal

Confirmation Message (*example 2*)

Manage Research Products

✓ You have successfully removed the following from the corresponding dataset for NSF-PAR ID: XXXXXX. ✕
   Award ID: XXXXXXX

Use NSF-PAR to add your research products by entering a Digital Object Identifier (DOI) and associating them to specific NSF awards. You can also search for and manage research products that you have previously entered for your awards.

Research Products Previously Submitted

Type:	Award ID:	Title:	Author/Creator:	DOI Number:	PAR ID:
-- Select Type -- ▾					

[Filter] [Clear]

Show
[10 ▾]

Legend
Publication 🖥   Dataset 🖥

Showing 1 to 3 of 3 | << < Prev 1 Next > >>

Type ⬍	Award ID(s) ⬍	Title ⬍	Author(s)/Creator(s) ⬍	DOI Number ⬍	PAR ID ⬍	Actions
🖥	######	Test Title	Smith, John;	10.NNNN/XXXXX ↗	######	📊 View ✏ Edit

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**Removing Datasets from the NSF-PAR &
Removing Datasets and Research Materials
from NSF In-progress Project Reports (cont'd)**

Steps to Remove a Dataset or Research Material from an In-progress Project Report

PIs/co-PIs can:
- ✓ Remove a dataset from an in-progress project report after the dataset was removed from the NSF-PAR
- ✓ Remove a dataset from an in-progress project report when the dataset has not been removed from the NSF-PAR
- ✓ Remove a dataset from an in-progress project report that has not been added in the NSF-PAR
- ✓ Remove a research material from an in-progress project report

1 **View** the warning banner message at the top of your in-progress project report and **Click** the Products tab.

⚠ This report contains one or more products that were removed or dissociated from this award in the NSF-PAR repository. Please click the Products tab and locate the row in the table with the alert icon to remove the product from your report. ✕

Show Report & Progress Summary

Report Content

| Cover | Accomplishments | **Products** | Participants/ Organizations | Impact | Changes/ Problems | Special Requirements |

| Previous | | Save | | Next |

Products ⓘ Product Information ⓘ NSF specific

Submit New Product(s)

Select the type of product you want to add to your report or upload multiple products using BibTex file. ⓘ Upload multiple citations from a BibTex (.bib) file

Select Product: -- Select Product -- ▾ | Go

Product Summary

26 Total Product(s) in current report (04/01/2022 - 03/31/2023)
20 Total Product(s) from the NSF-PAR Repository as of 07/19/2023 07:01 AM
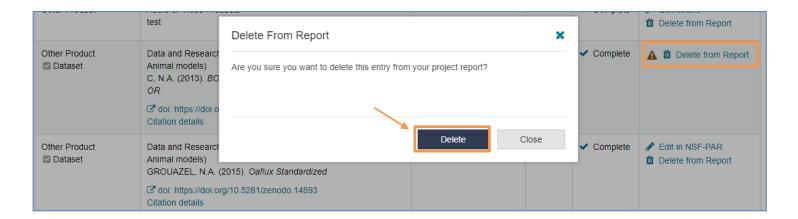
More Details

2 **Locate** the alert icon in the Actions column that corresponds to the NSF-PAR ID provided to you during the NSF-PAR removal and **Click** the Delete from Report link.
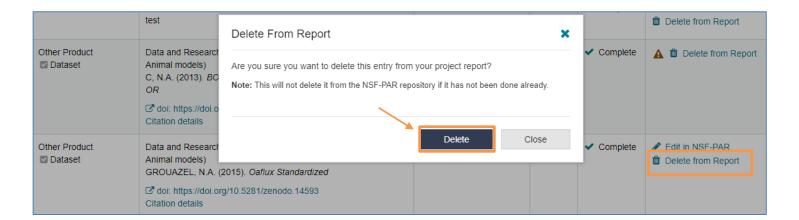
Product Type ⇕	Citation / Description ⇕	* Product Status ⇕	** Year ⇕	Status ⇕	Actions
Other Product	Audio or Video Products test		--	✔ Complete	✏ Edit details 🗑 Delete from Report
Other Product ☑ Dataset	Data and Research Materials (e.g. Cell lines, DNA probes, Animal models) C, N.A. (2013). *BOBr Raw Breaking Wave Data, Agate Beach, OR* ↗ doi: https://doi.org/10.15473/1421950 Citation details	Removed from NSF-PAR PAR ID: 183620	2013	✔ Complete	⚠ 🗑 Delete from Report
Other Product ☑ Dataset	Data and Research Materials (e.g. Cell lines, DNA probes, Animal models) GROUAZEL, N.A. (2015). *Oaflux Standardized* ↗ doi: https://doi.org/10.5281/zenodo.14593 Citation details	Added to NSF-PAR PAR ID: 185500	2015	✔ Complete	✏ Edit in NSF-PAR 🗑 Delete from Report

Dataset displays as Other Product > Dataset

Datasets removed from NSF-PAR display as "Removed"

Datasets that have been entered and not removed from NSF-PAR display as "Added"

3 **Click** the Delete button in the modal.

> ⓘ • If you already removed your dataset from the NSF-PAR first, you may now remove it from your in-progress project report.

> ⓘ • If you remove your dataset from your in-progress project report first, a modal message will display informing that the removal will not reflect in the NSF-PAR. After removing the dataset from your in-progress project report, you will then need to remove it manually from the NSF-PAR.

4 **Review** the success banner message confirming your removal of the dataset (as Other Product) from your project report.
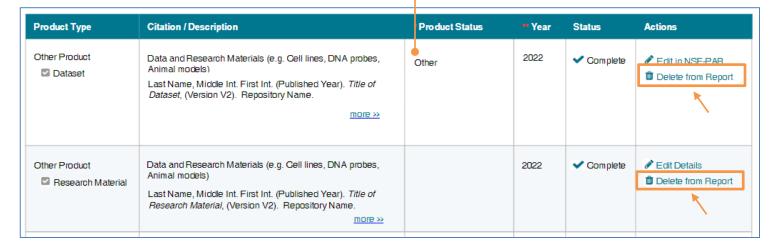
✓ You have successfully deleted the "Other Product" from your project report.   ✕

Steps to Remove a Dataset or Research Material Not Entered in the NSF-PAR from an In-progress Project Report

1 **Locate** your Dataset or Research Material on the Products table that does not contain a PAR ID in the Product Status column and click the Delete from Report link.

ℹ️ Research Materials can only be entered in project reports at this time and are not yet supported in the NSF-PAR. No NSF-PAR ID will display.

Datasets not been entered in the NSF-PAR will not show a PAR ID

Product Type	Citation / Description	Product Status	** Year	Status	Actions
Other Product ☑ Dataset	Data and Research Materials (e.g. Cell lines, DNA probes, Animal models) Last Name, Middle Int. First Int. (Published Year). *Title of Dataset,* (Version V2). Repository Name. more »	Other	2022	✔ Complete	✏️ Edit in NSF-PAR 🗑️ Delete from Report
Other Product ☑ Research Material	Data and Research Materials (e.g. Cell lines, DNA probes, Animal models) Last Name, Middle Int. First Int. (Published Year). *Title of Research Material,* (Version V2). Repository Name. more »		2022	✔ Complete	✏️ Edit Details 🗑️ Delete from Report

2 **Click** the Delete button on the modal.

Delete From Report ✖

Are you sure you want to delete this entry from your project report?

[Delete] [Close]

3 **Verify** successful removal by viewing the banner message displayed at the top of the Products page.

✔ You have successfully deleted the "Other Product" from your project report. ✖

Questions and Helpful Resources

- **NSF Help Desk**
  IT system-related and technical questions may be directed to the NSF Help Desk at 1-800-381-1532 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays) or via rgov@nsf.gov.
- Additional training resources are available on the Research.gov About Public Access page. Please also refer the NSF Public Access Initiative for more information.

We Want Your Feedback!

- We want your thoughts on the workflow for removing datasets or research materials from your in-progress project reports.
- **Please send your feedback to publicaccess@nsf.gov.**