### Introduction to OSF: A Hands-on Guide

OSF: <u>https://osf.io/</u> Related webinar: <u>Link</u> Contact OSF: <u>support@osf.io</u> Center for Open Science: <u>https://www.cos.io/</u>

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### 1. What is the OSF?

### a. Support across the research lifecycle

i. A free, open source online research platform, designed to support researchers to openly, and transparently share their work at all stages of the research lifecycle.



b. <u>Read more about the OSF</u>

# 2. Sign up for an OSF Account

- a. Create an OSF account
- b. How to find the sign up page (when not logged in)
  - i. <u>Link</u>
  - ii. Navigate [see below]



- c. Sign in with your ORCID credentials (see below)
- d. Sign in with your institutional credentials (see below)

Create a free account	
Sign up using:	
ORCID Institution	
OR	
Full name	
Contact amail	
Confirm email	
Password	
□ I have read and agree to the Terms of Use and Privacy Pol	licy.
I'm not a robot	

- e. Sign into your OSF account (when registered)
- f. <u>What is OSF Institutions</u>?

# 3. Your OSF Profile

- a. Getting to your OSF profile
  - i. <u>Link</u> (if you are logged in)
  - ii. Navigate (see below)

🎇 osf <b>home <del>-</del></b>		My Projects	Search Support	Donate Eric L Olson -
Eric L O	lson			<ul> <li>My Profile</li> <li>OSF Support</li> <li>Settings</li> <li>Log out</li> </ul>
Member Since	2019-12-20	Social Employ	yment Education	
Public Profile	osf.io/tx3fb		ORCID	0000-0002-5989-8244
6811 activity points 244 projects, 131 public			Twitter	olsonscholcomm
		0	GitHub	eolson3
		in	LinkedIn	ericlolson
Public projects		Public component	ents	
♥ OSF Collections		<b>O</b> Helpful	Resources	
Butler, Olson, Oertelt &	2 more	Member Res	ources / Helpful Resources	
Supplemental m	naterials for preprint: test	Buder, Plein	er, stanet & / more	

- b. More information about your OSF Profile
- c. <u>More information about notification preferences</u>

# 4. Discover OSF content

- a. Search
  - i. <u>Getting to OSF Search</u>
    - 1. <u>Link</u>
    - 2. Navigate (see below)

🍀 OSF <b>home <del>-</del></b>	My Projects Search Support Donate 💮 Eric L Olson 🔻	
Search OSF	Enter search term(s) here	?
10,000+ results Refine	All Projects Registrations Preprints Files Users Relevance	▼ ▼
Date created  Funder Subject	GA_MMN_Difference_Wave_All_Channels.pdf Jaclyn Farrens , Steven J. Luck , Andrew X Stewart , Wendy Zhang , and Emily S. Kappenman From: MMN Date created: 2020-07-21   Date modified: 2020-11-03	
Resource type  Institution  Provider	PROJECT COMPONENT Methods and Measures Jon Grahe and Nichole Clifford	~

b. <u>Filter</u> (see below) Refine

_		-
	Funder	<b>_</b>
	Economic and Social Research Council	21
	Narodowe Centrum Nauki	21
	Schweizerischer Nationalfonds zur För	17
	Nederlandse Organisatie voor Wetens	14
	European Research Council	12
	Conselho Nacional de Desenvolviment	12
	H2020 Marie Skłodowska-Curie Actions	10
	Social Sciences and Humanities Resear	10
	See more	
	Subject	•
	License	•
	Resource type	-

### c. Keep your constructed query (see below)

← → C	%5B%7B"propertyVisibl	eLabel"%3A"Funder"%2C"p	propertyPathKey"%3A"	funder"%2C"label"	'%за' Q ф ·	🔄 📲 🏷 🗯 🗖 📵
Product Owner Gr 🕅 Inter Developer-P C	Global Locations	Discover   Metasci 📑 Use	r Support Doc 📑 OSI	= Meetings Set 📑	Institutionalized A	» 🗎 Ot
🏶 OSF <b>home 🖡</b>			My Projects	Search Suppo	rt Donate	Eric L Olson 👻
	1100	11/1/	11/1/		Hi H	
Search OSF	Enter sear	ch term(s) here				Q
30 results	_	All Projects	Registrations	Preprints	Files Use	rs Relevance
Refine		PROJECT				•
Funder: National Science Foundation	×	Supplement: Ediacara	n-Ordovician tecto	nic and geodyn	amic drivers of (	Great Unconformity
Date created	-	Rebecca M Flowers and Barra	A. Peak	omeru		
Funder	-	Date created: 2023-05-12   Da	ate modified: 2023-07-25			
Subject	•					

### d. <u>Interpreting your results</u> (see below)

- e. <u>Video reference</u>
- f. More information about OSF Search
- g. <u>Story about OSF Search</u>

# 5. Research planning with OSF Registries

- a. <u>Why preregister?</u>
  - i. A preregistration is a time-stamped, read-only version of the research plan created and submitted to a public registry before the study is conducted.
  - ii. Preregistrations are a formal, transparent "story" of your study. This story describes what your research planned to do, any updates that needed to be made, and the results.
  - iii. Think of it as a "study management plan" that accompanies your data management planning
  - iv. <u>Registrations vs preregistrations</u>
- b. Creating a research registration
  - i. <u>Start a registration</u>
    - 1. Link (when logged in)
    - 2. <u>Navigate</u> (see below)



1. <u>Template descriptions</u>

### Add New Registration

	You are submitting to OSF Registries. Click here to learn more about other hosted registric	25.
	STEP 1	
	Do you have content for registration in an existing OSF p	roject?
	YES NO	
	STEP 2	
	Which type of registration would you like to create?	
	OSF Preregistration	
	OSF Preregistration	
	Generalized Systematic Review Registration Open-Ended Registration	
	OSF-Standard Pre-Data Collection Registration	API
	TOP Guidelines   R Preregistration Template from AsPredicted.org	2gy
	III. <u>Submit your registration</u>	
	iv. <u>Approve your registration</u>	
	v. <u>Accessing your registration</u>	<u>n drafts</u>
	1. Link (when logged ir	ר)
	2. Navigate (see below	')
SF REC	SISTRIES - Add New My Registratio	ns Help Dona
Mv Re	gistrations	
Drafts Sub	mittad	
		Sorted I
Age and P	alitical Identification	Open resources
Registration	OSF Preregistration	Data
template: Registry:	Metascience Registry	( Analytic code
Registered:	Mon Sep 28 2020 14:21:54 GMT-0400 Wed Aug 02 2023 20:22:31 GMT-0400	Materials
Last updated:		
Last updated: Contributors:	Miske, Loomas, Pfeiffer, and 1 more	Papers

#### c. Metadata

- i. Available fields
  - 1. On submission
  - 2. After submission
- ii. Accessing registration metadata (see below)

odated

#### Supporting Open Science Data Curation, Pre by Libraries

Update in progress 🔻		Updates 🕶
A Overview		Metadata
Ø Metadata		Description
Files		In this webinar, attendees will learn about both the technical and practical asponents and practical asponents are specific and the preservation system of internet Archine. We will do a specific and the preservation system of internet Archine. We will do a specific and the preservation system of internet Archine. We will do a specific and the preservation system of internet Archine. We will do a specific and the preservation system of internet Archine. We will do a specific and the preservation system of internet Archine. We will do a specific and the preservation system of internet Archine. We will do a specific and the preservation system of internet Archine. We will do a specific and the preservation system of internet.
Resources		researcher tool OSF and the preservation system of internet Archive. we will do and reproducibility of their research through preregistration, and how those pi will answer questions and seek to learn your needs and use cases for how this
🖬 Wiki		stewardship of open research.
🔥 Components	0	Contributors
𝔗 Links	0	Eric L Olson, Nicole Pfeiffer, Claire Riss, Jefferson Bailey, and Lori Donovan
		Resource Information 🔞
네 Analytics		Resource type: Event
Section 2018	0	Resource language:
		Funding (Compared Information )

#### d. Updating Registrations

i. <u>How to update your registration</u> (when logged in) [see below]

IVIY RE	gisu	ations			
Drafts Sub	mitted				
Age and P	olitical Ide	ntification			
Registration	OSF Prereg	istration			
template:					
Registry:	Metascien	e Registry			
Registered:	Mon Sep 2	8 2020 14:21:54 G	MT-0400		
Contributors:	Miske Loo	2 2023 20:22:31 G	1 more		
Description:	A study on	age and political	identificatio	on	
Tags:	election	political ideology	qatest		
	_				

#### ii. How to view registration updates



- e. Branded registries
  - i. Find on https://osf.io/registries
- f. <u>Video reference</u>
- g. More information about OSF Registries

# 6. Study management and collaboration with OSF Projects

- a. <u>Create a new OSF Project</u>
  - i. <u>Where to start</u> (when logged in) [see below]

Dashboa	ard		Create new project
	Search your projects		
	Go to My Projects to org	ganize your work or search OSF	
Title 🔨 🗸		Contributors	Modified 🔨 🗸
OSF Collections		Butler, Olson, Oertelt, and 2	2023-10-17 1:13 PM

- ii. <u>Institutional affiliations</u> (only available for affiliates of OSF Institutions member organizations)
- iii. <u>Storage region</u> (see below)

Create ne	w project ×
Title Enter project title	
Affiliation	Select all Remove all
Storage location United States	· · ·
▶ More	
	<b>Cancel</b> Create

- b. Metadata
  - i. Available fields
  - ii. Access Project metadata (see below)



#### d. Use the OSF Project wiki

i.

Open/edit the project wiki (see below)



- i. Components are "child projects" within the Project directory
- ii. Add a component (see below)

nployee reso	urce group	at the center for open science		
	C.	Citation		~
ng of the <sup>·</sup> for open		Components	Add Component	Link Projects
id)		Add components to organize your project.		
		Tags		
	C.	Add a tag to enhance discoverability		
<b>Q</b> Filter	i			

- f. Link projects
- g. Make your OSF Project public
  - i. How to toggle your project between private and public (see below)

s Wiki Analytics Regis	trations Contributors	Add-ons	Settings		
ollection	461.9	KB Private	Make Public	¥ 0	
iteger Mark Call, David M Litherlan	d Abram Booth Blaine But	ler Gretchen (	Gueguen Amand	a Staller	

1:56 AM

e referencing in the wiki. For use on NIH GREI commitments, knowledge base support, user story/persona

#### h. Create a Digital Object Identifier (DOI) for your OSF Project

#### i. How to create a DOI for your public project (see below)

Contributors: Blaine Butler, Eric L Olson, Nadja Oertelt, Nicole Pfeiffer, Amanda Staller, Mark Call, Gretche Daniel Steger Affiliated Institutions: Center For Open Science Forked from osf.io/z7qpv on 2023-01-05 01:04 PM Date created: 2023-01-05 01:04 PM | Last Updated: 2023-10-16 07:40 AM Create DOI Category: Communication Description: The Marketing Toolkit contains resources to help you get the word out about OSF at your organization License: CC-By Attribution 4.0 International

#### i. Integrations/Add-ons

- i. Available add-ons
- ii. Accessing OSF Project add-ons (see below)



# iii. Configure your add-on settings (see below)



- k. Project analytics
  - i. Access OSF Project analytics (see below)



- I. Templates
  - i. <u>Example templates</u>
  - ii. Forks/templating
    - 1. Forking
      - a. Making a copy of all accessible project content
    - 2. <u>Creating a project from a template</u>
      - a. Making a copy of only the project structure
    - 3. How to fork or use an OSF Project template (see below)



### m. Related OSF Registrations

i. Accessing Project registrations (see below)

DSF	Metadata	Files	Wiki	Analytics	Registrations	Contributors	Add-ons
g St	arted	on	OSF	:			3.4MB N
cole Pfe For Ope 2020-09- 12 AM	eiffer, Mark Call en Science -24 11:12 AM Last Updated:	l, Daniel S 2023-07-	Steger 20 10:07	AM			
ID/YAQE	=¤ wesome! Now j	you're rea	ady to get	started, but v	vhat should you do	) first?	

- n. OSF Collections
  - i. <u>Submit to an OSF Collection</u>
- o. <u>Video reference</u>
- p. More information about OSF Projects

# 7. Research sharing with OSF Preprints

a. Starting an OSF Preprint (when logged in) [see below]



- b. Preprint metadata
  - i. <u>Available fields</u>
- c. Associate an OSF Project
- d. Edit a preprint (when logged in) [see below]

								<b>•</b>		
in Scholarly Communities:										
Public D	oata: No 👻			Preregist	ration: No	•				
of 10 — + Au	utomatic Zoom	+	< >	Downloa	ad		Views:	45   Down	loads: 91	

- e. <u>Preprint versions</u>
- f. <u>Branded preprints</u>
- g. <u>Video reference</u>
- h. More information about OSF Preprints

### 8. Create relationships across OSF content

- a. <u>Connected resources</u>
  - i. How to connect output resources to your registration (see below)



- b. OSF is PID-ready
  - i. Creating, using, and sharing PIDs on OSF

Cancel Preview

ii. Syncing OSF and your ORCID record



- c. <u>Video reference</u>
- d. <u>More information about metadata and compliance standards</u>

### 9. Accessing my OSF content

a. <u>Access the My Projects page</u> (when logged in) [see below]



b. Using your My Projects page

# 10. Start using OSF

- a. <u>Video reference</u>
- b. OSF Support Center
- c. <u>Tips and Tricks</u>
- d. Contact the OSF Support Desk
  - i. support@osf.io
- e. <u>Webinars and Events</u>
- f. Discuss organizational partnerships
- g. Talk to us!
  - Please don't hesitate to send us your questions, feature requests, and the creative ways that you and your communities utilize OSF and open science practices.