



Create a figshare project

Introduction

A project has several functions. Creating a project allows you to:

- organise your items by their corresponding project
- add project members as viewers or collaborators
- share project contents securely with project members.

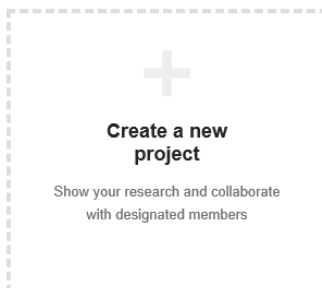
Members can be external to the University of Adelaide and will receive an invitation to create a free figshare account at figshare.com when you add them to a project if they don't already have one.

Procedure


1. Go to **My data**.
2. Click on the **Projects** tab.



3. Click on **+ Create a new project** button.



4. Fill out the metadata Title, Description and Funding fields.
5. Under Project Type, select individual or group depending on how project storage will be allocated.


 **Hot tip:** Once saved, the project type cannot be changed. Choosing **group** is recommended as data can remain in the project if one of the collaborators leaves.

6. You will automatically be assigned as the project owner. To add other project members click in the search box to the right of the screen under your name and type the person's **name**, **email address** or **ORCID**.



Members

Owner _____

 **John D. Smith**
The University of Adelaide
j*****r@o365uat.ua.oz.au

Search by name, full email or ORCID 🔍

or [invite new users](#)

People matching the details entered will appear below the search box.

7. Select the invitee and choose **Collaborator** (able to upload files, download other project members' files and view/make comments) or **Viewer** (able to view uploads and comments).

Jay Smith × ...more?

Collaborator ▼

Viewer

Collaborator

Cancel Add members

You can choose to add a message to send to your invitees via the **Add a message (optional)** field.

8. Click the **Add Members** button to invite your selected invitees.
9. If you wish to invite someone who is not currently on figshare, click the **invite new users** link. Add the name and address details, select a role and click **Send invite**.

Invite new user

Ask them to join figshare and become your collaborators

Jane Citizen

jane.citizen@gmail.com

Collaborator ▼


Add a message to your invitation (optional)

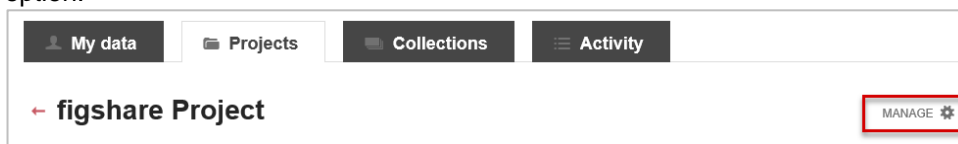
Cancel Send & add another Send invite

10. Click on the red **Save changes** button at the bottom left of the screen to create the project, otherwise click **Cancel and go back** to exit without creating the project.



Add additional Project Members after project creation

1. Click on the **Projects** tab.
2. Click on the project you want to add project members to.
3. Click on the **Manage** icon  to the far right of the project title and then select the **Edit project details** option.



4. Add new members as per the instructions above.

Contact Us

For further support or questions, please contact ITDS on +61 8 8313 3000 or <https://uniadelaide.service-now.com/myit>