

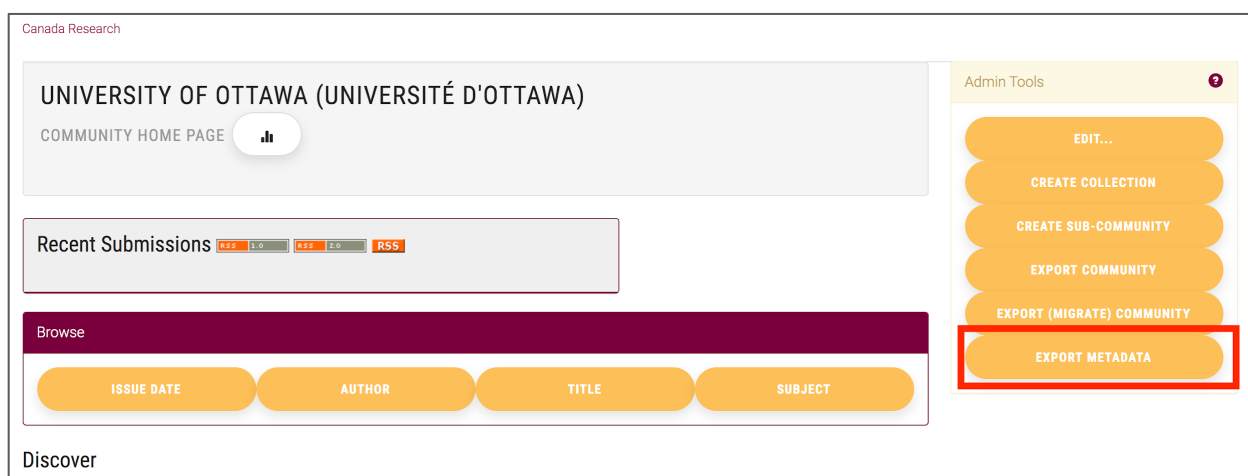
# How to Edit Records in Canada Research

CARL Open Repositories Working Group (ORWG) OpenAIRE Task Group (2021-03-19)

\*\* In order to edit metadata in [Canada Research](#), you should be an admin of your university community/collection. To get admin privilege, please email [openaire-adoption@carl-abrc.ca](mailto:openaire-adoption@carl-abrc.ca).

## Processes

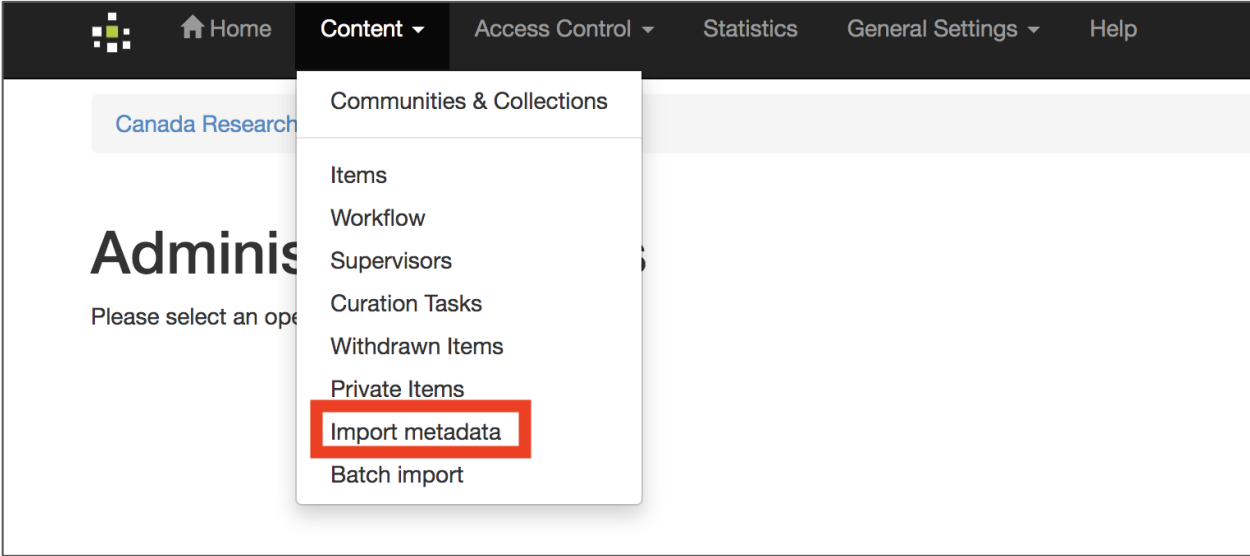
1. Login as a Community Administration user.
2. Go to your University Community.
3. Click "**Export Metadata**" link to export to a downloadable CSV.



4. Open the CSV file in Excel (open a blank excel file, go to the Data menu, click on **From Text/CSV**, at the pop-up window click **Load**) or any CSV editors.
5. Add these four OpenAIRE funding fields as new columns at the end of the metadata field. See [example](#).
  - a. oaire.awardNumber[en\_US]
  - b. oaire.awardURI[en\_US]
  - c. project.funder.identifier[en\_US]
  - d. project.funder.name[en\_US]
6. Add or edit OpenAIRE funding information in the appropriate metadata fields.
  - a. If funding information is already presented in the *dc.description.sponsorship* or *dc.description.funder*, there is no need to add to the OpenAIRE funding fields. This will be automatically mapped.
  - b. If there is more than one funding, enter them in the same sequence with a double pipe.

oaire.awardNumber[en_US]	oaire.awardURI[en_US]	project.funder.identifier[en_US]	project.funder.name[en_US]
Award_number_1 Award_number_2	Award_URI_1 Award_URI_2	Funder_Identifier_1 Funder_Identifier_2	Funder_name_1 Funder_name_2

1. Save your changes (in Excel make sure you use Save As and select CSV (Comma Delimited) (\*.csv)). Click **OK** at the warning about saving only the current sheet.
2. In Canada Research, click "**Import Metadata**" and select the edited CSV file.



3. After uploading the CSV, you will be presented with a summary of all changes that will be performed in the system. You must review these changes and choose whether to apply them or cancel.