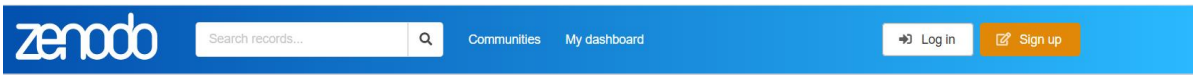
JA PCM
Joint Action Personalised Cancer Medicine

PCM Training Resources Hub Upload Guide

Co-funded by the European Union

1. Create an account

- Go to zenodo.org and create an account (top right corner).



2. PCM Training Resources HUB (Zenodo community)

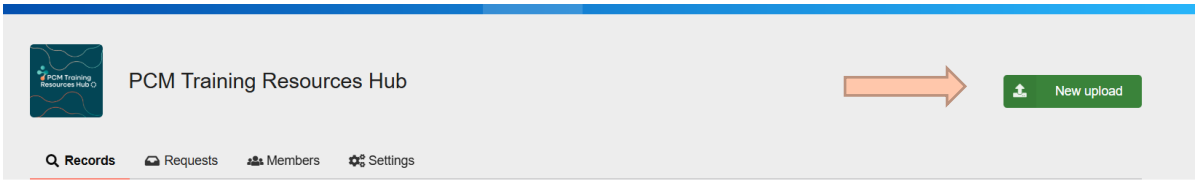
- Search for the PCM training community or use this direct link:
  PCM training Resources Hub

3. ORCID account

Please create an ORCID account if you do not have one yet. ORCID is a free, unique, persistent identifier (PID) for individuals to use as they engage in research, scholarship, and innovation activities. Your ORCID is linked to Zenodo under 'identifier' when adding someone as an author.

4. Start uploading your document

- Make sure you are located in the PCM training community, and then click on **New upload** to begin
- Upload the documents one by one
- To see current drafts and uploads, go to "my dashboard".



For the effective upload of each material specific guidance has to be followed:

01 Videos:
- Upload as a mp4.doc following the Zenodo upload guide;
- If there is an external link, add this link in the description of the upload. For example, JA PCM has a YouTube channel and a training page on the JA PCM website. A link to the YouTube/Website will be added.

02 Leaflets:
- Upload as PDF following the Zenodo upload guide

03 Webinars:
- Upload a recording (e.g. mp3.doc);
- Add external link in the description of the upload, if available.

04 Interactive trainings:
- Upload a visual or PDF document with a description of the training and a link to the online training module
- Note that this PDF document should be kept up to date in case the link changes or the training module will close. When the training is not active anymore, a PDF with an overview with the training questions/explanations might be uploaded instead.

05 Workshops:

- Upload a PDF document with the material that was used during the workshop + an overview of the components of the workshop.

06 In-person events:

- Upload the slide deck / assignments / minutes of the discussion / recording of the event

07 Tool kit

- Upload the relevant documents (pdf, docx, etc.) or the external link to the toolkit in the Zenodo description.

08 Survey results

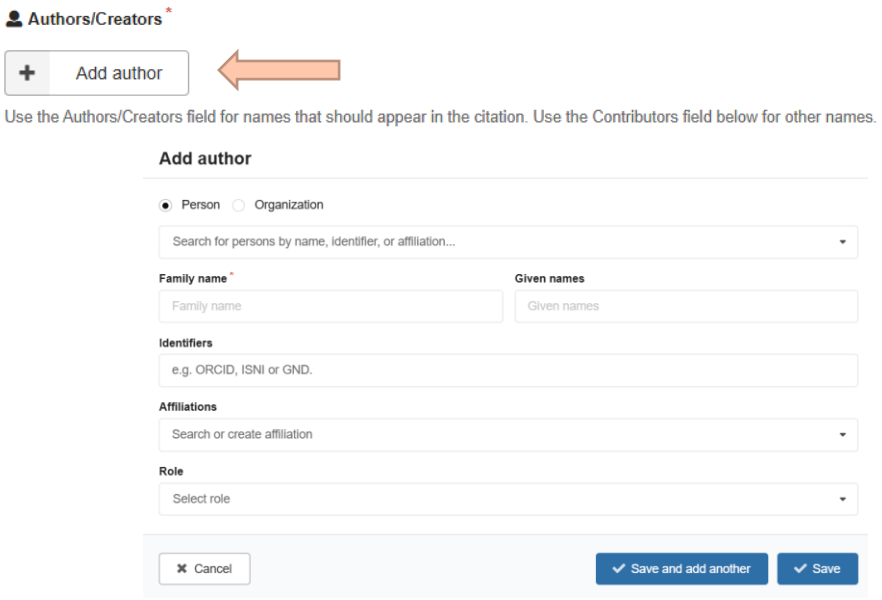
- Upload the survey results in accordance with GDPR, anonymising where necessary OR upload a summary/key findings of a survey.

5. Fill out the 'basic information'

When uploading, please ensure all fields are filled out as accurately as possible:

Identifier	If you need a DOI, click on 'No, I need one'
Resource	Select the type of resource that applies
Title	Insert the title of your training material
Date	Use the submission date (format: YYYY-MM-DD).
Authors	Include all colleagues in charge of this training activity with their affiliations.

- **Search for person**: You can add an author in the 'search for persons' box. When the author is not recognized in the Zenodo system, you will have to add the author manually.
- **Identifier**: please check on ORCID if the author is registered. If not, you can leave this box empty.
- **Affiliation**: Add affiliations (organisation) for all authors and contributors.
- **Role**: Please select the role 'project member' for all authors and contributors of the Zenodo entry to ensure harmonisation.

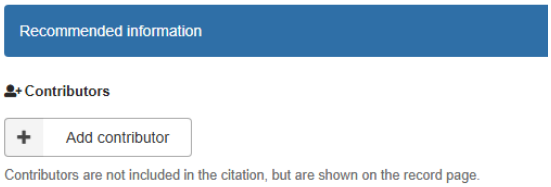


Description — Write a brief summary of the document. Add an external link to the material if available. For example, a link to a YouTube channel or a project website.

6. Fill out the 'Recommended information'

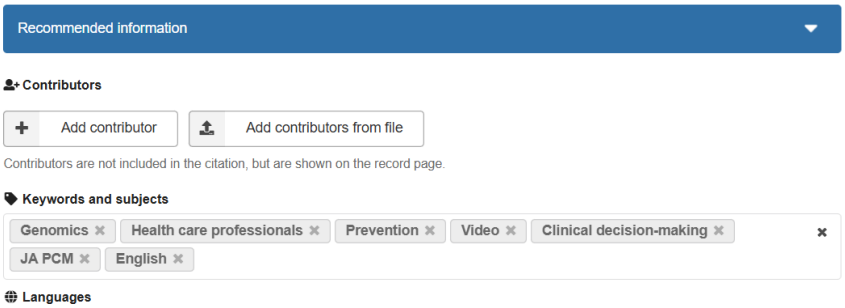
Contributors — If relevant, add names of all contributors along with their institutions and ORCID available (same steps as adding authors)

- Select the 'project member' role.
- If authors or contributors are already registered on Zenodo, you can search and add them.
- If not, enter their information manually.



Key words — All documents are required to include universal keywords when uploading documents to Zenodo. You are required to select at least one keyword from each keyword category as shown in the table below. You are allowed to select multiple keywords from a category. Please pay attention to:

- The spelling carefully and ensure it's aligned with the spelling in the table below.
- All keywords should be added under 'Keywords and subjects' under 'recommended information'.
- The keyword table is a living database and will be updated throughout time.



Category	Purpose	Keywords to be used
Topic	Identifies the main subject covered	Genomics, Molecular profiling, Biomarkers, Liquid biopsy, Immunotherapy, Targeted therapies, Molecular Tumour Boards, Data sharing, Artificial Intelligence, Clinical trials, Cancer treatment, Cancer diagnosis, Survivorship, Personalised prevention, Clinical practice, Healthcare, Public health, Literacy, Digital survivorship, Interception
Target audience	Identifies who the training is intended for	Patients; Citizens; Health care / Non-health care, Health professionals, Researchers, Decision-makers, Teachers, Patient advocacy groups, Regulators, Health care institutions, Healthcare professionals working on PCM, healthcare professionals not working on PCM
Care continuum	Indicates where the material fits in the care continuum	Prevention, Follow-up, Tertiary prevention, Transversal, Diagnosis, Prognosis, Treatment, Clinical trial survivorship
Training format	Identifies the type of material	Video, Webinar, In-person event (recording), Leaflets, Interactive trainings, Workshop, Slide deck, Toolkit, Publication, Report, Survey results
Learning objective/competency /skills	Describes what the learner should gain	Awareness, Clinical decision-making, Technical skills, Data interpretation, Communication skills, Implementation skills, Ethical considerations, Regulatory assessment, Capacity building, Workflow optimisation
Related project	Project name	JA PCM, Sparc, EUnetCCC, JANE-2 INTERACT-100, etc.
Languages		English, French, Spanish, etc.

Date Use the submission date (format: YYYY-MM-DD).

Version Indicate the version of the document (e.g., V1, V2).

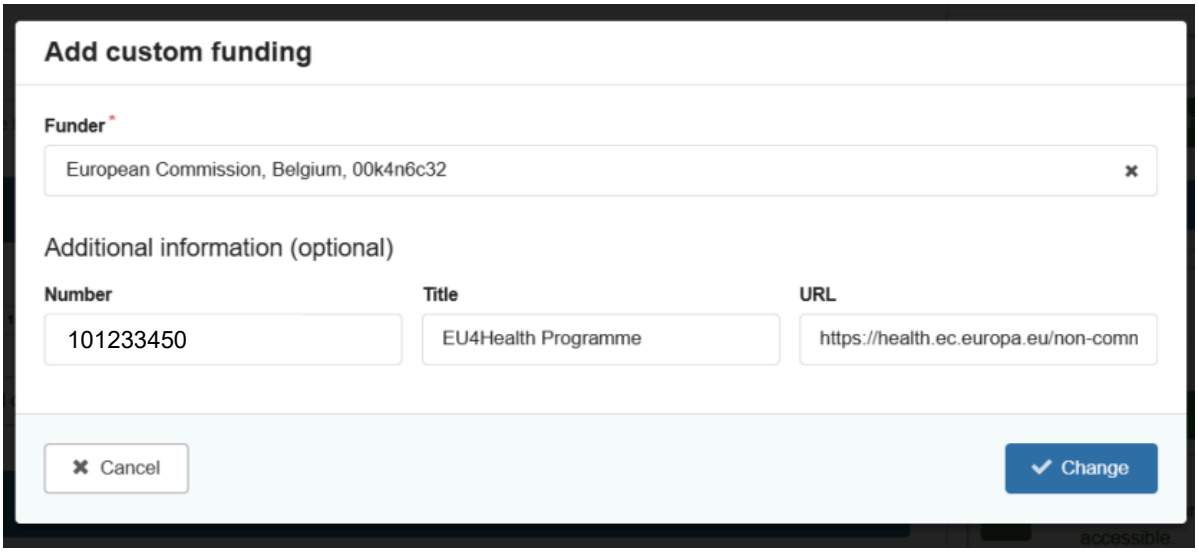
7. Funding Information

Make sure to add the following funding details:

Funder European Commission

Grant Number Your project grant number

Title	Title of programme (e.g. EU4Health)
URL	Commission website of project (e.g. https://health.ec.europa.eu/non-communicable-diseases/cancer/europes-beating-cancer-plan-eu4health-financed-projects/projects/ja-pcm_en)



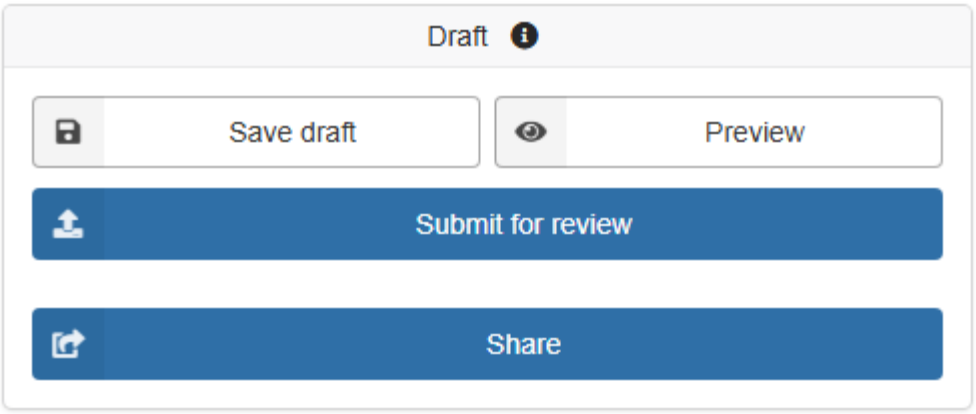
8. Optional Fields

Feel free to include additional information if it applies to your deliverable:

- Publishing Information
- Conference
- Software
- References

9. Final Step

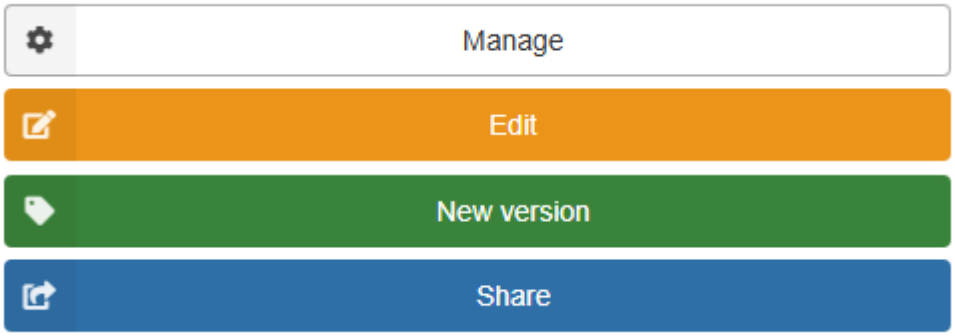
Once all information is added you can submit your draft to the community by clicking on 'submit for review'. The draft will be submitted to the moderators of the community. They will check your submission and come back to you in case of any questions/modifications that are needed. If no changes are needed, they will publish it on the Zenodo community.



10. Uploading a new version

Sometimes a new version of the document needs to be uploaded after updates were made. Follow these steps:

- Select the entry you would like to update
- Click on ‘New version’ on the right side of the screen:



- Upload the updated document
- Update the date of the entry to the current day of upload