



How do I add / remove / update team member access in the Data Archive?

Changes to access; i.e. add a new team member, update a team member from **Reader** to **Contributor**, or remove an existing team member within the Data Archive is achieved through your Research Data Management Plan (RDMP).

Note: you will need the role of **Lead Chief Investigator (LCI)** or **Research Project Manager** to make changes to the role (status) of project team members.

For more information, see the How do I know what access level I have in the Data Archive?, How can I share my data with other researchers? FAQs and the Research team member identification section of the RDMP and the Data Archive page.

Role	Description	Ingest (upload)	Egest (Download)	Search	Create namespace (subfolders)
Lead Chief Investigator (LCI)	One person per project who has full access to the Data Archive, usually a lead researcher	✓	✓	✓	✓
Research Project Manager (RPM)	Full access same as LCI. Usually is another researcher or member of the admin team	✓	✓	✓	✓
Contributor	Someone that has access to add data to the Data Archive but unable to create new folders	✓	✓	✓	✗
Reader	Someone that has read only access to the Data Archive and cannot add to the Data Archive	✗	✓	✓	✗

Help and further information:

- To learn more about the Data Archive:
 - go to the Start here page

- see all [Help Topics](#)
- see all [Frequently Asked Questions \(FAQs\)](#)
- browse through the carousel on the [homepage](#) to view all available videos
- To access the Data Archive Web application, use this [link](#), or, go to the [Home](#) page for other access options
- To create, or update, a Research Data Management Plan go to the [ResData](#) service
- **Note:** the Data Archive service is also available over SFTP, see the [SFTP client guide](#) for more information