



## 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