Curating data in repositories

INSTITUTO POLITÉCNICO DE BRAGANÇA
Repositório de Dados

https://dados.ipb.pt

For Researchers, Teachers and
Heads of Research Units

Task guide in publishing and curating data:

Level1. By ensuring this level of curation for the datasets to be published on Dataverse, you are assuming the minimum level necessary for them to be located.

Level2. This level of curation enhances discovery and helps to ensure the usability of data sets over time.

Level3. By achieving this level of curation, you are guaranteeing the reproducibility and preservation of the datasets.

Letter	Definition	Main checks / tasks	Level 1	Level 2	Level 3
C	**Check** Ensure that all the elements needed to successfully publish the dataset are gathered and ready for publication	The dataset was deposited in the appropriate dataverse.	X		
		All the files described in the documentation (methodological note, README file) were included in the dataset.	X		
		The required metadata fields have been filled in.	X		
		upporting documentation has been included (methodological note, README file)	X		
		The Investigator ensures that the data is free from any restrictions in terms of licensing and intellectual property	X		
		The Investigator has confirmed that the data is not sensitive and are free of information that would allow identification	X		
U	**Understand** Ensuring that the data set is well described and that the final users have a clear picture of what the data is and how it can be used	The supporting documentation is thorough, precise and complete	X		
		The files open correctly and the content appears as expected	X		
		Files and folders are named and structured appropriately	X		
		If code sets are deposited, ensure that it is well documented, and produces the expected results			X
		The data set submitted / deposited, does not contain sensitive data			X
		The submitted dataset does not contain data or third-party source code			X
R	**Recommend** Request additional information from the depositor or suggest changes to the metadata and files, facilitating the possibility of locating and using them in accordance with the FAIR principles	Prioritize your recommendations in a list to determine which requests are critical or immediate, and which are lower priority requests	X		
		Make a clear request for information to the depositor	X		
		(More FAIR principles - https://doi.org/10.1038/sdata.2016.18)			

Letter	Definition	Main checks / tasks	Level 1	Level 2	Level 3
A	**Augment** Improve submission to facilitate discovery and usability	The descriptions of the data sets are detailed, accurate and complete		**X**	
		Links to publications, datasets and other related resources are included		**X**	
T	**Transform** Ensure that the data is made available in an open and general use	File formats are open and properly documented			**X**
I	**Include** Facilitate the reuse, attribution and appropriate crediting of data, by including persistent identifiers and appropriate information	Whenever possible, include persistent identifiers (e.g. DOI or handle)		**X**	
		Review the licensing and terms of use of the dataset (e.g. Creative Commons licenses - https://creativecommons.org/)			**X**
O	**Optimize** Evaluate the suitability of datasets for the FAIR principles and take measures to optimize the localization, the accessibility, the interoperability and the reusability of the data	Evaluate the data set, and optimize suitability for the FAIR principles (Consult this tool to assess compliance with the FAIR Principles - https://fairaware.dans.knaw.nl/)			**X**
N	**Note Down** Ensure that you have accurate and documented record of your curatorial work	Create a curation log to document your decisions and actions		**X**	

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More information > https://guides.dataverse.org/en/5.12.1/user/