

Getting ready to deposit your data checklist

The following actions assume that data is available for sharing and re-use, however many of the steps will be useful to consider, even where access to data is restricted.

Action	Completed
Check that your chosen data repository is able to accept, preserve and share your data	
Are you directed to a data repository by your funder's requirements? Is there a national or subject data repository that you could use? Have you spoken to the Library's Research Support team about making your metadata or data available on UWE's Research Data Repository?	
Check you have the rights to make data available.	
Do you have permission from all rights holders? Rights holders could include <ul style="list-style-type: none"> • any researcher involved in creating, collecting or analysing the data • UWE as employer or funder of the researcher • External parties or agencies funding or collaborating on the research. Ownership, IP and copyright will be explicitly agreed in a contract or agreement between the parties. • Third parties providing copyrighted material; copyright, IP and ownership of such materials should have been considered and agreed with owners prior to using such material. • A third party copyright holder • If you do not have permission for any files, have these been removed from the dataset? • Have you checked if any restrictions apply to the access, re-use, dissemination, copying or manipulation of the dataset? Are you aware of any rights that you are giving to a data repository through the data depositor agreement e.g. regarding retention or withdrawal of items, data refreshing through file migration, etc.	
Check any ethics considerations are observed	
Do you have written informed consent for data preservation and sharing from participants? Have you anonymised your data sufficiently, or obtained explicit consent from participants who could be identified e.g. through images? Is any underlying data (e.g. maps, or datasets) suitably cited?	
Check the organisation of your files	
Have you assessed whether your data is appropriate for preservation and sharing? Have you cleaned your data to correct or remove any incomplete, inaccurate or irrelevant files? Have you grouped your files into appropriate datasets? Have you structured and labelled your data in a consistent manner? Have you considered which file format to use to preserve your data, and aid future accessibility?	

<p>Have you established whether there are discipline specific formats that you should use?</p> <p>Have you checked that the repository with which you are working can support your chosen file format?</p> <p>Has your data been created, edited or compressed using specific software? Have you supplied a version of this software to enable future use?</p> <p>Have you compressed large files to save storage?</p>	
<p>Check that you have documented (applied metadata to) your data appropriately.</p>	
<p>Is any documentation (metadata) sufficient to enable future use of the data?</p> <p>Have you explained acronyms?</p> <p>Have you included research methodology?</p> <p>If data is restricted, have you explained under what circumstances, if any, it can be shared or used?</p>	
<p>Check if an embargo is required</p>	
<p>Have you checked if your funder requires an embargo?</p>	
<p>Check your licence options</p>	
<p>Have you checked the default licence for the repository with which you are working?</p> <ul style="list-style-type: none"> • The UWE Research Data Repository default is Creative Commons 4.0 (CC-BY 4.0). This allows users to view and re-use data sets, with appropriate attribution. <p>Have you established if you are able to use a different licence option?</p>	