

Dataverse CURATION Quick Reference Guide

- **Level 1:** This level of curation prepares datasets to be successfully published in Dataverse and is the minimum level of curation required to make the dataset findable.
- **Level 2:** This level of curation enhances the discoverability and helps ensure the usability of datasets over time.
- **Level 3:** This level of curation prepares datasets for reproducibility, and preservation.

| Letter | Definition | Major Tasks | Level 1 | Level 2 | Level 3 |
|--------|--|---|---------|---------|---------|
| C | Check Ensure that all the data and metadata components required to successfully publish the dataset are present and in working order. | <input type="checkbox"/> Dataset has been submitted to the proper dataverse | X | | |
| | | <input type="checkbox"/> All files described in the documentation are included in the dataset | X | | |
| | | <input type="checkbox"/> Required metadata fields are accurate | X | | |
| | | <input type="checkbox"/> Supporting documentation is included | X | | |
| | | <input type="checkbox"/> The researcher has confirmed that the data is free of any licensing and intellectual property issues | X | | |
| | | <input type="checkbox"/> The researcher has confirmed that the data is free of identifying/sensitive information | X | | |

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|--------|--|--|---------|---------|---------|
| U | <u>Understand</u> Ensure the dataset is well described and that end-users will have a clear picture of what the data is and how it can be used. | <input type="checkbox"/> Supporting documentation is thorough, accurate, and complete | | X | |
| | | <input type="checkbox"/> Files open properly and contents appear as expected | | X | |
| | | <input type="checkbox"/> Files and folders are named and structured appropriately | | X | |
| | | <input type="checkbox"/> Code is well commented and produces the expected results | | | X |
| | | <input type="checkbox"/> Submission contains potential sensitivities | | | X |
| | | <input type="checkbox"/> Submission contains data or code from third party sources | | | X |
| R | <u>Recommend</u> Request additional information from the depositor or suggest changes to the metadata and files that will improve findability and usability of the data in accordance with the FAIR principles. | <input type="checkbox"/> Prioritize your recommendations in a list to determine which requests are critical or actionable, and which requests you may be able to live with if they are not fulfilled | X | | |
| | | <input type="checkbox"/> Reach out to the depositor with a clear request for information | X | | |
| A | <u>Augment</u> Enhance the submission to facilitate discoverability and usability. | <input type="checkbox"/> Metadata is rich, accurate, and complete | | X | |
| | | <input type="checkbox"/> Links to related publications, datasets, and other resources are included | | X | |

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|----------|---|---|---------|----------|----------|
| T | <u>Transform</u> Ensure the dataset is using as many open and common formats as possible. | <input type="checkbox"/> File formats are open, or appropriately documented | | | X |
| I | <u>Include</u> Facilitate the reuse, proper attribution, and credit of data by including relevant persistent IDs and appropriate licensing information. | <input type="checkbox"/> Include persistent identifiers wherever possible | | X | |
| | | <input type="checkbox"/> Review the licensing and terms of use for the dataset | | | X |
| O | <u>Optimize</u> Evaluate the overall FAIRness of the dataset and take steps to optimize the findability, accessibility, interoperability and reusability of the data. | <input type="checkbox"/> Evaluate the dataset and Optimize FAIRness | | | X |
| N | <u>Note Down</u> Ensure that you have made an accurate, written record of your curation work. | <input type="checkbox"/> Create a curation log to document your decisions and actions | | X | |