IUPUI DataWorks

Submission Checklist for https://dataworks.iupui.edu

Know your rights	Do you have the rights to share these data? *If you are unsure, contact the Repository Manager for support in determining your rights.*
	Have all collaborators, advisors, or other interested parties agreed on sharing openly via IUPUI DataWorks? If you received funding to generate these data, what are the policies of the funder? If you are reusing data, what are the permissions granted?
	Have you reviewed the IUPUI DataWorks deposit license?
	Do you intend to patent or commercialize products or processes associated with this data?
Know your obligations	Are these data legally or ethically protected in any way? Common examples include Personal Health Information (PHI) under HIPAA, location data under the Endangered Species Act, or personally identifiable information under The Common Rule (45 CFR 46).
	If your study was subject to IRB review, did you include sharing of the data in the Informed Consent Statement?
	Do your data contain confidential or otherwise sensitive data that require special data masking techniques to prevent against identification of human participants?
Know the requirements	What are the specific requirements of your funding agency, publisher, professional society, or research community?
	Have you discussed these with the Repository Manager to confirm that IUPUI DataWorks can meet all of these requirements?
	Are your data and documentation saved in open or standard file formats like csv, txt, xml, tif, avi, mp4? Are those files machine-readable and actionable?
Describe your data	*Data sharing and reuse relies upon accurate and detailed documentation of the data itself and the context in which it was created, gathered, or aggregated. Good documentation is important for building trust in the data and demonstrating they have integrity. It is good practice to share the protocols, procedures, or other documentation created during the course of the project along with the resulting data.*
	Have you created sufficient documentation on the 5 W questions of your data (What, Who, Where, When, Why, How)?
	Are your data and documentation files organized and named consistently? Is it written so that graduate students in your discipline could understand? Did you follow common practice, guidelines, or standards for your field?
	Have you completed the IUPUI DataWorks readme template?
	What rights will you grant others in reusing your data?
	How do you want others to cite your data?

Contact Us

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