

Dataset Curation Charter Template

Project Overview

1. **Project abstract and justification** (2-3 sentences). *What is this project about, and why is it important? What role does dataset curation play in this project?*

2. **Scope statement** (2-3 sentences) *Describe the main work to be done (during dataset curation only). List what is out of scope.*

3. **Deliverables and Milestones Dates.** *List the main project outcomes and significant points in project development for this grant period.*

4. **Audience.** *Who do you envision using your dataset?*

5. **Project team:** names, roles

6. **Budget.** *Use template below*

Expense	Cost (\$)	Paid to
Total		

7. **Risks or interdependencies.** *Is there anything that might go wrong that would derail your project? Does your success rely on anyone else participating or completing some work?*

8. **Rights and permissions.** *Do you have all of the permissions and rights you need?*

- Do your data contain confidential or sensitive information? If so, have you discussed data sharing with the respondents from whom you collected the data?
- Are you gaining (written) consent from respondents to share data beyond your research?
- Do you need to anonymize data, e.g. to remove identifying information or personal data, during research or in preparation for sharing?
- Have you established who owns the copyright of your data? Might there be joint copyright?

9. **Work Plan**

- For next 3 months, 2-week increments**
- For remainder of grant period, monthly**

10. **Post-grant plans for project**

Data management plan

- a. **Types of data and storage format.** *List the data formats you will use. Use formats that enable sharing and long-term validity of data, such as non-proprietary software and software based on open standards)*
- b. **Data Standards and Capture Procedures** *(What is your data curation methodology? How was your data generated? How did you organize it?)*
 - i. What are your standardized and consistent procedures to collect, process, check, validate and verify data?
 - ii. Are you using standardized and consistent names, codes, and abbreviations? Are you using an existing controlled vocabulary list and, if not, have you developed one? Please include documentation/link.
 - iii. How will you label and organize data, records and files? Have you outlined your research protocols?
- c. **Data storage, security and backup**
 - i. Are your digital and non-digital data, and any copies, held in a safe and secure location? If data are held in various places, how will you keep track of versions?
 - ii. Where is the master version of your data file?
 - iii. Do you need to securely store personal or sensitive data?
 - iv. Are your files backed up sufficiently and regularly and are back-ups stored safely?
- d. **Access, Sharing & Reuse** *Where and how will your data be made available to others? How will you let people know that it is available?*
- e. **Long-term preservation plan**

Dataset Documentation (to be completed at end of grant)

Your main project outcome will be a publicly-accessible dataset. We can help you choose where the dataset can be posted, and if no appropriate host can be found, the CDH can create a repository for you. *If you prefer not to share your full dataset at the conclusion of the grant cycle, please discuss options with the CDH.*

Your dataset will be accompanied by documentation known as a README file, a plain text file containing the key information for others to use your dataset:

- a) Dataset title
- b) Persistent identifier: DOI or ARK (if neither is available through your chosen repository please contact the CDH)
- c) Brief project description
- d) Creator(s): names, institutions and contact information
- e) Funder(s)
- f) Date of creation & date(s) of updates
- g) Language(s)
- h) Methodology: a summary of your data standards and capture procedures (see Data Management Plan)
- i) Data Structure: if you have multiple files, describe the relationships between them.
- j) List any variable or non-standard features of your data
- k) Access Information (*Does a user need any special software or skills to get the data*)
- l) Rights: Intellectual property or licensing rights for the data. Creative Commons license. We recommend: [CCBY](#) (for reusability)
- m) Data Citation: Preferred format for citing data.