



Checklist for conceptualisation

<input checked="" type="checkbox"/>	Get into the habit of equating data curation with good research.
<input checked="" type="checkbox"/>	Know what your funding body expects you to do with your data and for how long. Assess your ability to be able to meet these expectations (i.e., do you need additional funding or staff?).
<input checked="" type="checkbox"/>	Determine intellectual property rights from the outset and ensure they are documented.
<input checked="" type="checkbox"/>	Identify any anticipated publication requirements (embargoes, restrictions on publishing over multiple sites).
<input checked="" type="checkbox"/>	Identify and document specific roles and responsibilities as early as possible.



Checklist for create and/or receive

<input checked="" type="checkbox"/>	Know who you are creating your data for and what you want them to be able to do (and not do) with it. Communicate this with others on the project.
<input checked="" type="checkbox"/>	Identify any data protection requirements that you need to address in the course of your research and ensure that these are communicated to all staff.
<input checked="" type="checkbox"/>	Agree from an early stage any standards you will be making use of for content, syntax, and structure. Once these have been agreed, make sure they are communicated - both to other researchers on the project and to the data/information managers you will be working with. Provide training if necessary.
<input checked="" type="checkbox"/>	Identify data quality metrics as soon as possible and ensure that these are communicated and monitored.
<input checked="" type="checkbox"/>	Work together - researchers and information managers need to communicate regularly. Neither can do their job in isolation.
<input checked="" type="checkbox"/>	Be realistic – strike a balance between what is sufficient and what is ideal based on your practical realities.



Checklist for appraise and select

<input checked="" type="checkbox"/>	<p>Make a start on selection and appraisal from as early a point as possible (e.g., apply the new NERC criteria for identifying valuable data sets at the project plan stage).</p>
<input checked="" type="checkbox"/>	<p>Plan for what you think you'll need to keep to support your research findings. What is the minimum you'll need to support your findings over time?</p>
<input checked="" type="checkbox"/>	<p>Know who you are keeping it the data for and what you want them to be able do with it. This may affect the way you keep it and what you keep.</p>
<input checked="" type="checkbox"/>	<p>Conversely, know what you need to dispose of. Destruction is often vital to ensure compliance with legal requirements.</p>
<input checked="" type="checkbox"/>	<p>Ensure that your data meets minimum quality assurance metrics (based on intended use).</p>
<input checked="" type="checkbox"/>	<p>Re-appraisal can take place before ingest so review what you have and what you need to keep before depositing it to long-term storage.</p>
<input checked="" type="checkbox"/>	<p>Work with researchers and information managers to develop policies and to identify realistic and implementable workflows.</p>
<input checked="" type="checkbox"/>	<p>Appraise for the here and now but with an eye to the future.</p>



Checklist for ingest and store

<input checked="" type="checkbox"/>	<p>Making use of archival standards like ISAD-G can be useful for hierarchical data description. So, talk to information managers at your institution for advice.</p>
<input checked="" type="checkbox"/>	<p>Make sure you know about any repository policies that might affect your deposit for long-term storage (i.e., what will they accept, are there preferred formats or normalisation processes).</p>
<input checked="" type="checkbox"/>	<p>Remember - ingest does not necessarily need to mean deposit in a data centre or repository but rather moving to a ‘curated’ environment – could be as simple as a specific folder on a shared drive.</p>
<input checked="" type="checkbox"/>	<p>Make the ‘ingest’ process as straight-forward as possible and provide support and guidance wherever you can; automate processes if you can.</p>
<input checked="" type="checkbox"/>	<p>Decide on who is responsible for final aspects of data quality assurance at the point of deposit (researcher, archive, information manager, etc...). Ensure that this final point of QA is communicated to all stakeholders.</p>
<input checked="" type="checkbox"/>	<p>Data quality is not absolute. Level of data quality and cleaning must be assessed by fitness for purpose. So, ‘high quality’ data for one user group may be completely unsuitable for another user group.</p>
<input checked="" type="checkbox"/>	<p>Get a formal receipt (if possible) or an informal acknowledgement for closure and transfer of stewardship</p>



Checklist for preservation action

<input checked="" type="checkbox"/>	Know what you want people to be able to do with your data – this will impact many aspects (formats selected for long term storage, compression, etc...)
<input checked="" type="checkbox"/>	Pin down the significant properties of your data and communicate them – make sure that the people carrying out preservation actions know what they are. This might be through metadata or other means.
<input checked="" type="checkbox"/>	Don't be afraid to be critical when reviewing 'best practice' and recommended approaches. They might work for the specific scenario for which they were created but not for you. Do you know the criteria used to rate things like 'preferred' formats?
<input checked="" type="checkbox"/>	Document preservation actions so that people know what has been done to the date over time.



Checklist for access and reuse

<input checked="" type="checkbox"/>	Know what you want users to be able to do with your data and for how long.
<input checked="" type="checkbox"/>	Pin down and communicate the significant properties of your data.
<input checked="" type="checkbox"/>	Ensure that any restrictions on access and use are communicated and respected.
<input checked="" type="checkbox"/>	Ensure that you provide enough context to ensure that your data can be located and used – either by the originally designated user community or new users over time.