SHARING DATA: A STEP-BY-STEP CHECKLIST

1. Before starting a research project

☐ Choose a repository location taking into account:
- the requirements of the repository (i.e. data type, data size, discipline specific)
  - ⓘ Click here to check SWISSUbase basics requirements
- the copyright issues and the Intellectual Property Rights (IPR)
  - → Consider the rules and regulations of your institutional framework
- the purpose of the choice (sharing data, long-term preservation, imposition by an institution (funding authority, ethics committee, SNSF,…)
  - → Indicate your choice in the Data Management Plan (DMP)
  - ⓘ Click here to read our FORS guide about DMP

☐ Comply with data protection regulations and intellectual property rights taking into account:
- Consider the rules of your institutional framework as well as your national and cantonal frameworks to check your rights to deposit and share data
  - ⓘ Click here to read our FORS guide about legal considerations
- Check whether informed consent is required, especially if sensitive and / or personal data is collected
  - → Introduce the idea of data sharing, data reuse and data preservation in consent and attach the consent to the data management plan
  - ⓘ Click here to read our FORS guide about consent

☐ Estimate the costs of depositing and preparing data for sharing (including data processing, anonymization, etc.)
- → Include these costs in the funding application
- ⓘ SWISSUbase is a free repository with many advantages. Click here to discover them

2. From the very beginning of a research project

☐ Create a dedicated folder to add copies of your data and documents to be shared
☐ Organize the folder-s considering naming convention
- ⓘ Click here to read our detailed guide about data preparation
☐ If the chosen repository is SWISSUbase, enter the study information in SWISSUbase
- ⓘ In case of difficulty, check the SWISSUbase user guide

3. During the research project

☐ Gather information, document the data and the study, putting all relevant documentation in the dedicated folder. Documentation can include collection instruments, codebooks, README files, protocols, technical instructions etc.
☐ Prepare and anonymize the data to be share
- → If necessary, remove direct and/or indirect identifiers (especially for personal and/or sensitive data)
- ⓘ Click here to read our short guide about data preparation
- ⓘ Click here to read our FORS guide about anonymization

4. At the end of the research project

☐ Choose the conditions for sharing your data (CC license, closed contract) and eventual restrictions (embargo, restrictions, prior agreement, specific use)
- ⓘ Restrictions are only possible with closed contracts
☐ Deposit the data and the documentation on the chosen repository
- ⓘ In case of difficulty, check the SWISSUbase user guide

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