

## Weather Ready Research Instrument and Data Publication Checklist

Name:

Title and Affiliation:

*\*This form is due by no later than **October 8, 2021** to [haz.research.awards@colorado.edu](mailto:haz.research.awards@colorado.edu). Please only submit **one form** per team and project award.*

Activity	Date Completed
Watch the 30-minute CONVERGE Publish Your Data! Webinar for background, context, and to learn from current Data Ambassadors about how they have used DesignSafe to advance their own research: <a href="https://converge.colorado.edu/communications/webinar-series/publish-your-data">https://converge.colorado.edu/communications/webinar-series/publish-your-data</a> .	
Read this webpage that details the partnership between the NSF-funded DesignSafe, CONVERGE, and RAPID facilities: <a href="https://converge.colorado.edu/data/data-publication">https://converge.colorado.edu/data/data-publication</a> .	
Read this webpage on preparing a <b>Data Management Plan</b> carefully: <a href="https://converge.colorado.edu/data/data-management">https://converge.colorado.edu/data/data-management</a> . This page includes several tips and insights that will help you to prepare your data for publication.	
If you have not done so already, create a <b>DesignSafe account</b> and ensure that all of your team members have registered for accounts as well: <a href="https://www.designsafe-ci.org/account/register/">https://www.designsafe-ci.org/account/register/</a> . Upon registration, please complete your full account profile to ensure proper reporting to NSF (and representation of the social and behavioral science community as users of DesignSafe).	
Complete the data template in advance of the Publish Your Data! training session.	
Prepare your own data, data collection protocol/report, and/or research instrument and ensure relevant material(s) are ready for curation during or following the Publish Your Data! training session. These materials will help ensure a comprehensive data publication that can be used and analyzed by future researchers or research teams. <ul style="list-style-type: none"> <li>Establish the sensitivity of your dataset (see the attached data template for more information).</li> </ul>	

<ul style="list-style-type: none"> <li>• If your data involves human subjects, you must provide documentation of your institution's IRB approval.</li> <li>• All human subjects data should be properly de-identified based on ethical best practices, institutional requirements, and any other commitments to participants. See Policies <a href="https://www.designsafe-ci.org/rw/user-guides/curating-publishing-projects/policies/">https://www.designsafe-ci.org/rw/user-guides/curating-publishing-projects/policies/</a> and Best Practices <a href="https://www.designsafe-ci.org/rw/user-guides/curating-publishing-projects/best-practices/">https://www.designsafe-ci.org/rw/user-guides/curating-publishing-projects/best-practices/</a> guidance in DesignSafe.</li> </ul>	
<p>Review the DesignSafe data curation guidelines (click on the Field Research tab) (<a href="https://www.designsafe-ci.org/rw/user-guides/data-curation-publication/">https://www.designsafe-ci.org/rw/user-guides/data-curation-publication/</a>) and CONVERGE website (<a href="https://converge.colorado.edu/">https://converge.colorado.edu/</a>) so you can familiarize yourself with the research teams, missions, and resources available from these NSF-supported NHERI facilities.</p>	
<p>Review the projects already published by CONVERGE Data Ambassadors as exemplars of the types of descriptions and content that you will upload into DesignSafe: <a href="https://converge.colorado.edu/data/events/publish-your-data/data-ambassadors">https://converge.colorado.edu/data/events/publish-your-data/data-ambassadors</a>.</p>	
<p>Ensure that you or at least one member of your team attends the Publish Your Data! training session on <b>June 30, 2021</b>. You can also re-review the videos of past events at: <a href="https://converge.colorado.edu/data/events/publish-your-data">https://converge.colorado.edu/data/events/publish-your-data</a>.</p>	
<p>Work with Dr. Maria Esteva to publish your project, data, and/or data collection instrument or protocol. You can sign up for an appointment at: <a href="https://signup.com/go/MkHJzWd">https://signup.com/go/MkHJzWd</a>.</p>	
<p>Upon publication of your work, please insert the publication type and full citation, following the exact format as shown here: <a href="https://converge.colorado.edu/data/events/publish-your-data/data-ambassadors">https://converge.colorado.edu/data/events/publish-your-data/data-ambassadors</a>.</p> <p><b>Publication Citation:</b> [insert here, including final DOI]</p>	<p><i>Insert date of publication here and insert the full citation in the cell to the left.</i></p>
<p>Market your work! Please make sure you:</p> <ul style="list-style-type: none"> <li>• Include the data or instrument citation in your papers in the reference section or as part of the required data statement.</li> <li>• Present about your data at conferences.</li> <li>• Use social media to announce your publication with the DOI.</li> <li>• Use your site/page to include citation news about your data or instrument publication, including the DOI.</li> <li>• Where appropriate, acknowledge the funding support from the Natural Hazards Center, NOAA, CONVERGE, and NSF.</li> </ul>	
<p>Share information about DesignSafe and CONVERGE data publication capabilities with at least one other group or organization. This will help to grow the user community.</p> <p><b>Please list the group(s) or organization(s) here:</b></p>	<p><i>Insert date(s) when you shared information regarding publication capabilities here. Use the cell to the left</i></p>

	<i>to share the names of the group(s).</i>
--	--

*Additional Notes or Information:*

Upon completion, please submit this form to [haz.research.awards@colorado.edu](mailto:haz.research.awards@colorado.edu) no later than **October 8, 2021**. Your name, title, affiliation, and publication information will be added to the Natural Hazards Center website (<https://hazards.colorado.edu/research/weather-ready/instrument-and-data-publication>) and CONVERGE website, where the lead publication author(s) will be featured as part of the Data Ambassador program (<https://converge.colorado.edu/data/events/publish-your-data/data-ambassadors>).