CONVERGE Data Ambassador Checklist

Name:

Title and Affiliation:

Activity	Date Completed
Read this webpage that details the partnership between the NSF-funded DesignSafe, CONVERGE, and RAPID facilities: https://converge.colorado.edu/data/data-publication.	
Read this webpage on preparing a Data Management Plan: https://converge.colorado.edu/data/data-management. This page includes several tips and insights that will help you to prepare your data for publication.	
Complete the data template in advance of the Publish Your Data! event.	
Prepare your own data, data collection protocols/reports, and/or research instruments and ensure they are ready for curation during or following the event. These materials will help ensure a comprehensive data publication that can be used and analyzed by future researchers or research teams. ● If your data involves human subjects, you must provide documentation of your institution's IRB approval. ● All human subjects data should be properly de-identified based on ethical best practices, institutional requirements, and any other commitments to participants.	
Carefully review the DesignSafe data curation guidelines (click on the Field Research tab) (https://www.designsafe-ci.org/rw/user-guides/data-curation-publication/), RAPID website (https://rapid.designsafe-ci.org/), and CONVERGE website (https://converge.colorado.edu/) before the meeting so you can familiarize yourself with the research teams, missions, and resources available from these NSF-supported facilities.	

Register for a DesignSafe account and complete your full account profile to ensure proper reporting to NSF (and representation of the social and behavioral science community as users of DesignSafe!): https://www.designsafe-ci.org/account/register/	
Attend the Publish Your Data! event on August 4 or August 27, 2020. You can also re-review the videos of the events at: https://converge.colorado.edu/data/events/publish-your-data	
Work with Maria Esteva one-on-one to publish your project, data, and/or data collection instrument or protocol during the fall 2020 semester. You can sign up for an appointment at: https://signup.com/go/fxHQnhr	
Market your work! Please make sure you: • Include the data or instrument citation in your papers in the reference section or as part of the required data statement. • Present about your data at conferences. • Use social media to announce your publication with the DOI. • Use your site/page to include citation news about your data or instrument publication, including the DOI.	
Share information about DesignSafe with at least one other group or organization. This will help to grow the user community. Please list the group(s) or organization(s) here:	

Additional Notes or Information:

Please submit this form to Lori.Peek@colorado.edu. Upon completion, and with your permission, your name, title, and affiliation will be added to the CONVERGE website and you will be featured as an inaugural Data Ambassador (https://converge.colorado.edu/data/events/publish-your-data).