

Publish Your Data! Event Data Template

In advance of the Publish Your Data! event, all participants should prepare a brief one- to two-page summary that describes the project and the data / instruments to be shared. This brief summary should be written in plain language and designed to be accessible to a wide audience. This document will serve as the first draft of the outward facing description of your data that you will publish and receive a Digital Object Identifier (DOI) for following the event.

Please submit this one-pager to Lori.Peek@colorado.edu. These papers will be collated and circulated to the CONVERGE, RAPID, and DesignSafe teams as well as all participants in advance of the event.

Data Author(s):

If multiple data or instrument authors are involved, please include each additional authors' name, title and affiliation, and email here.

Author 1:

Title and Affiliation:

Email:

Author 2:

Title and Affiliation:

Email:

Etc.

Project Title:

Project Summary:

In 150 words or less, summarize the project for a broad multidisciplinary audience. In the process of writing your description, you should strive to address these types of questions: What was this project about? What were your research goals or research questions? Why did you gather the data? Who or what did you study? How is this data or instrument unique? How can this data or instrument be reused? Who is the audience for this data or instrument? Please be as clear and descriptive as possible as this will help future users to understand more about your project!

Data, Data Instruments, and Data Collection Protocol Summary Information:

Please summarize the data, instrument(s), research protocol(s), or other materials that you plan to curate and publish via DesignSafe. You are welcome to share this information via bulleted list. Examples of the types of information that we are interested in follows. This list is not exhaustive, nor are all of these items required. Please note, for example,

that some participants may only choose to publish a research instrument, while others may publish a wider range of project-related materials.

- Do you have an IRB protocol that you wish to share and/or publish?
 - What methods or approaches did you use? (e.g., surveys, focus groups)
 - Do you have research protocols or other supporting documents such as recruitment scripts or flyers that you want to share via this project?
 - What instruments did you use? (e.g., close-ended question web-based survey; focus group guide)
 - Who or what was included in your sample? (e.g., 100 adult childcare providers across the state of Colorado)
 - Who is the audience for the data?
 - How can your data be re-used? Who do you hope might reuse your data or data collection protocols and for what purposes?
 - Is there anything else that you want to highlight about the data that you consider unique?
 - Other information that you want to share with the DesignSafe, CONVERGE, and RAPID teams?
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Protected Data:

To determine the best course of action to store and publish protected data, we need to identify the level of sensitivity of your data based on: <https://techscience.org/a/2015101601/> and UT Austin data classification categories. Please clearly indicate which of the following best describes the data or instruments from your project:

1. Non-confidential and/or non personal information:
 - a. The data has been de-identified and/or there is no [Personally Identifiable Information \(PII\)](#), or
 - b. You received approval to publish PII from the research subjects.
 1. For an example of the type of data that fits category 1a and has been published on DesignSafe, see: <https://doi.org/10.17603/e9wq-gz57>.
2. Sensitive personal information:
 - a. Includes any of these types of [confidential information](#) that may pose a risk if disclosed to non-authorized individuals.
3. Very sensitive confidential information
 - a. Examples include any type of confidential information that would cause harm to individuals if not accessed only by authorized individuals. For example, medical diagnoses records protected under [HIPAA](#), other very sensitive records protected under [FERPA](#), criminal records, data involved in issues of national security, etc.

If you selected category 2 or 3 for your data, please describe the types of available direct and indirect identifiers. Direct identifiers include items such as participant names, participant initials, facial photographs (unless expressly authorized by participants), home addresses, social security numbers, and dates of birth. Indirect identifiers are identifiers that, taken together, could be used to deduce someone's identity. Examples of indirect identifiers include gender, household and family compositions, occupation, places of birth, and/or year of birth/age.