Data Submission Checklist for SOAR

# Is your data right for SOAR?

* Does your dataset meet the requirements for submission to SOAR?
  + Is it authored by at least one CSUN faculty member?
  + Is it free of private, confidential, or other legally-protected information?
  + Is it ready for public access & reuse?
* Is there a more appropriate subject data repository in your discipline?

# Data Preparation:

* Would it make sense to break the data into multiple submissions?
* Are your data files grouped in a meaningful way?
* Is your data labeled consistently? (e.g. data headers, file name conventions, etc.?)

# Data Documentation:

* Do you have documentation of your data? If not, have you prepared a README file to describe the data set?
* Are acronyms & abbreviations spelled out in the documentation?
* Is your data collection methodology included in the documentation?
* Would someone else be able to understand your dataset using this documentation?

# Deposit Rights:

* Do you have all the necessary copyright/IP permissions to make the data available from SOAR?
* Have all collaborators, advisors, or other interested parties agreed on sharing publicly via SOAR?
* Are you aware of the rights you are granting SOAR by depositing your data in it?

# Sharing and permissions:

* Do you have any specific data sharing requirements (e.g. from funding agencies)?
* Is the data anonymized to protect any personally identifiable information?
* Do you wish to manage access to your data? (i.e. place embargoes?)
* Have you made note of any special software required to access the data?

# Licensing:

* Have you considered assigning an open license to your data set?
* What constraints, if any, would you like to add to the license (non-commercial use only? Attribution? Cf. Creative Commons licensing options)