

Preparing to Accept Research Data: Creating Guidelines for Librarians

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Citation to Publisher Palumbo, Laura Bolton, Jantz, Ronald C., Lin, Yu-Hung, Morgan, Aletia, Wang, Minglu, White, Krista, Womack, Ryan, Zhang, Yingting & Zhu, Yini. (2015). Preparing to Accept Research Data: Creating Guidelines for Librarians. *Journal of eScience Librarianship* 4(2), e1080-1. <http://dx.doi.org/10.7191/jeslib.2015.1080>.

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Appendix B

Research Data Project Application for the Responsible Researcher¹

Please complete the following information about your research data:

1. Project Title.
2. Name of Principal Investigator/Responsible Researcher, Department and lab group, e-mail address, and Rutgers University NetID. The Principal Investigator/Responsible Researcher must be affiliated with Rutgers University.
3. List the contributors whose names will be associated with the project. Please list departments and lab groups, e-mail addresses, and Rutgers University NetIDs. If not Rutgers University affiliates, for each researcher please list his or her current institutional association and department, e-mail address, phone number, and physical address. Briefly describe their role(s) in the project.
4. An abstract describing the project.
5. Keywords which will help identify your data domain(s).
6. Any links or additional resources associated with the project.
7. Documentation to allow users to understand the nature of your data, even if they are not familiar with your subject area. A README file should be included which describes your data files. Other supplementary files such as codebooks or questionnaires should also be provided.
8. A list of files or data objects and the format of these files/objects. All data objects must be in digital format; for data which requires digitization please contact the Repository Collection Librarian. If your data contains copyrighted material, please provide proof-of-permission to share the data publicly via RUcore.
10. Funding sources for the project, if any. Please provide a copy of your grant application and approval for internal use.
11. Any constraint on sharing the data not previously described, such as an embargo period. If your data will be restricted to use by Rutgers University researchers only who must meet certain criteria, please describe the archiving and re-use conditions you believe are appropriate to your data. We will contact you to discuss this further.
12. Any approvals obtained or in process, which are not already provided.

¹ This document may be subject to further revision as implementation of data acceptance progresses.

(For Full Implementation of data services projects only)

13. If your project contains data from human or animal subjects, please describe the level of the sensitivity of the data. Indicate if the data contains confidential information, and describe the methods you used to anonymize your data. You must submit your IRB application and approval along with the data.

I have provided all of the above information as the Responsible Researcher for this data project. All of the information is correct, and I have not knowingly withheld or misrepresented any information.

Responsible Researcher

Date