

Appendix 1 - Dataverse CURATION Quick Reference Guide (English)

- **Level 1:** This level of curation prepares datasets to be successfully published in Dataverse and is the minimum level of curation required to make the dataset findable.
- **Level 2:** This level of curation enhances the discoverability and helps ensure the usability of datasets over time.
- **Level 3:** This level of curation prepares datasets for reproducibility, and preservation. This level includes:

Letter	Definition	Major Tasks	Level 1	Level 2	Level 3
C	Check Ensure that all the data and metadata components required to successfully publish the dataset are present and in working order.	<input type="checkbox"/> Dataset has been submitted to the proper dataverse	X		
		<input type="checkbox"/> All files described in the documentation are included in the dataset	X		
		<input type="checkbox"/> Required metadata fields are accurate	X		
		<input type="checkbox"/> Supporting documentation is included	X		

		<input type="checkbox"/> The researcher has confirmed that the data is free of any licensing and intellectual property issues	X		
		<input type="checkbox"/> The researcher has confirmed that the data is free of identifying/sensitive information	X		
U	Understand Ensure the dataset is well described and that end-users will have a clear picture of what the data is and how it can be used.	<input type="checkbox"/> Supporting documentation is thorough, accurate, and complete		X	
		<input type="checkbox"/> Files open properly and contents appear as expected		X	
		<input type="checkbox"/> Files and folders are named and structured appropriately		X	
		<input type="checkbox"/> Code is well commented and produces the expected results			X
		<input type="checkbox"/> Submission contains potential sensitivities			X

		<input type="checkbox"/> Submission contains data or code from third party sources			X
R	<p>Recommend</p> <p>Request additional information from the depositor or suggest changes to the metadata and files that will improve findability and usability of the data in accordance with the FAIR principles.</p>	<input type="checkbox"/> Prioritize your recommendations in a list to determine which requests are critical or actionable, and which requests you may be able to live with if they are not fulfilled	X		
		<input type="checkbox"/> Reach out to the depositor with a clear request for information	X		
		<input type="checkbox"/> Metadata is rich, accurate, and complete		X	

A	<p>Augment</p> <p>Enhance the submission to facilitate discoverability and usability.</p>	<p><input type="checkbox"/> Links to related publications, datasets, and other resources are included</p>		X	
T	<p>Transform</p> <p>Ensure the dataset is using as many open and common formats as possible.</p>	<p><input type="checkbox"/> File formats are open, or appropriately documented</p>			X
I	<p>Include</p> <p>Facilitate the reuse, proper attribution, and credit of data by including relevant persistent IDs and</p>	<p><input type="checkbox"/> Include persistent identifiers wherever possible</p>		X	
		<p><input type="checkbox"/> Review the licensing and terms of use for the dataset</p>			X

	appropriate licensing information.				
O	<p>Optimize</p> <p>Evaluate the overall FAIRness of the dataset and take steps to optimize the findability, accessibility, interoperability and reusability of the data.</p>	<input type="checkbox"/> Evaluate the dataset and Optimize FAIRness			X
N	<p>Note Down</p> <p>Ensure that you have made an accurate, written record of your curation work.</p>	<input type="checkbox"/> Create a curation log to document your decisions and actions		X	