BSC Dataverse – User Checklist

First time user

☐	The User has read the [Deposit Agreement](#) as well as the [Terms of Use](#).

General Information

☐	**Title**: A clear, descriptive, and accurately reflects the content.
☐	**Author(s)**: All authors are listed with proper names, affiliations, and ORCID (if applicable).
☐	**Description**: Concise and accurate summary of the dataset's content and purpose, include key details about your dataset in the description—such as data types, file formats, and relevant context—so your Dataverse Steward has all the necessary information.
☐	**Subject Categories**: Appropriate subject categories have been selected.
☐	**Keywords**: Relevant and descriptive keywords are included for ease of discoverability.

Dataset Content

Files and Formats

☐	All necessary files are included (e.g., data files, code files, documentation).
☐	File formats are non-proprietary or widely used (e.g., CSV, TXT, JSON, or other FAIR formats).
☐	Controlled access files have been duly restricted.

Data Quality

☐	Data is complete and free from obvious errors (e.g., missing values, inconsistent formatting).
☐	Variables and values are clearly defined and consistent across the dataset.

Metadata Completeness

☐	If applicable, a domain-specific metadata block has been used and filled.

Guestbook

☐	The Dataset is linked to the BSC Guestbook or any other Department-specific guestbook when required.

Documentation

README file (mandatory)

☐	Includes a brief description of the dataset, purpose, and structure.
☐	Explains how to use the dataset, file naming conventions, and variable descriptions.
☐	Step by step instructions (reproducibility)

Data Dictionary (optional)

| | A complete and accurate data dictionary is provided with variable names, definitions, units, and formats. |

Codebook (optional)

| | If applicable, a codebook is provided to explain coding schemes or transformations applied. |

Licensing and Ethics

License

| | A suitable license has been selected (e.g. CC-BY, or other data licenses. Remember, BSC does not recommend using CC0). |

No sensitive or personal data submitted

| | Personally identifiable information has been removed or anonymized where necessary |

Compliance

| | Dataset complies with institutional, legal, and regulatory requirements (e.g. copyright) |
| | The Dataset Author confirms they hold the necessary intellectual property rights to submit the data/metadata or have obtained written authorization to do so (see Deposit Agreement). |

Reproducibility

File Organization

| | Files are well-organized with a clear and logical folder structure. |
| | Filenames are descriptive and follow naming conventions (e.g. no special characters, versioning used if necessary). |

Versioning

| | Version history is documented, and changes from previous versions are explained. |
| | In case of Dataset update, email the submitted modifications to your Department's Dataverse Steward (see list). |

Reproducibility

| | Analysis, workflows, scripts, or pipelines are included to enable reproducibility. |
| | Steps to replicate results are clearly documented. |

Dependencies

| | Required software, tools, or libraries are clearly listed, including version numbers in the README file. |

Submit for Review

Confirmation

| | The User confirms that all mandatory steps have been completed and reviewed before submission for revision. |

Submit for Review

☐ Dataset is ready for public release and has been submitted for review.