

## A FAIR Checklist

### 1. Findable

- **Persistent Identifier Assigned:**
  - We will assign a persistent identifier (such as a DOI or an institutional unique identifier) to both the data and metadata, ensuring future discoverability.
- **Rich Metadata:**
  - Metadata will include detailed descriptions of the data, covering aspects like the methodology of data collection (e.g., surveys and interviews), the purpose, and any relevant variables.
- **Searchable Resource:**
  - The metadata will be hosted in a searchable repository, such as the institutional research storage system at Breda University, allowing others to discover the dataset.
- **Persistent Identifier in Metadata:**
  - The metadata record will clearly state the assigned persistent identifier for easy reference and tracking.

### 1. Accessible

- **Data Access via Persistent ID:**
  - Following the persistent identifier will direct users to the dataset or the associated metadata, ensuring discoverability even if access to the data is restricted.
- **Recognized Retrieval Protocols:**
  - The data and metadata will be made available via standard web protocols like HTTP, ensuring easy access through widely recognized platforms.
- **Authentication and Authorization:**
  - Access to sensitive or personal data will be protected by authentication steps (e.g., log-in via institutional credentials) and authorization protocols to ensure GDPR compliance.
- **Accessible Metadata:**
  - Even if full access to the data is restricted, metadata describing the dataset will always remain accessible, allowing users to understand the scope and contents of the data.

### 1. Interoperable

- **Open Formats and Standards:**
  - The data will be provided in widely accepted, open formats such as CSV and JSON, ensuring that it can be reused and processed on a variety of platforms.
- **Metadata Standards:**
  - The metadata will adhere to relevant standards, such as Dublin Core or DataCite Metadata Schema, ensuring that it can be easily integrated with other datasets.
- **Controlled Vocabularies:**

- We will use controlled vocabularies and ontologies where possible to ensure consistent terminology, making the data easier to combine with related datasets.
- **Qualified References:**
  - The metadata will include qualified references to related datasets or publications, helping users understand the context and connections between different data sources.

## 1. Reusable

- **Accurate and Well-Described:**
  - The dataset will be accurately described with detailed metadata. This will include information on how, when, and why the data was collected, as well as any processing steps undertaken during the research.
- **Data Usage License:**
  - The data will be published with a clear usage license, such as a Creative Commons license (e.g., CC-BY), allowing others to reuse the data under specified conditions.
- **Community Standards:**
  - Both the data and metadata will follow domain-specific standards (e.g., for social science data), ensuring that they meet community expectations and are interoperable with other datasets in the field.

This ensures that your data complies with the FAIR principles, making it **Findable, Accessible, Interoperable, and Reusable** while meeting the necessary standards for privacy and security.