⬛ Fangyue Zhang

in list Published   👁

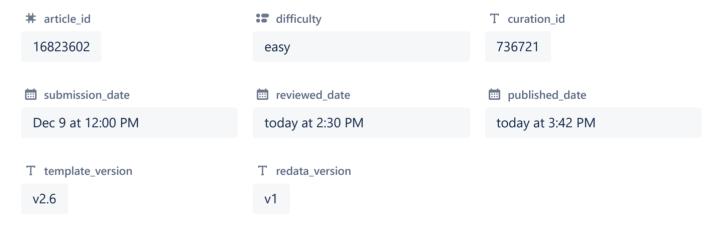**Due date**

☐ Dec 29 at 6:00 PM ⌄

☰ Description   Edit

From: data-management@email.arizona.edu data-management@email.arizona.edu Sent: Thursday, December 9, 2021 7:13:00 AM (UTC-07:00) Arizona To: LBRY-ODIS-DataMgmt data-management@email.arizona.edu Subject: Item to review

[Logo]
[https://s3-eu-west-1.amazonaws.com/staticfigassets/data/avatar.jpg] Fangyue Zhang 🌼 Fangyue Zhang sent an item for your review 09 Dec 14:12 [https://s3-eu-west-1.amazonaws.com/staticfigassets/emails/images/item-preview.png] Precipitation temporal repackaging into fewer, larger storms delayed seasonal timing of peak photosynthesis in a semi-arid grassland Manage this request 🅰 WebAuth Login

▭ Custom Fields

# article_id	⦂⦂ difficulty	T curation_id
16823602	easy	736721

🗓 submission_date	🗓 reviewed_date	🗓 published_date
Dec 9 at 12:00 PM	today at 2:30 PM	today at 3:42 PM

T template_version	T redata_version
v2.6	v1

☑ 0. Preliminaries   Hide checked items   Delete

100% �seemingly fully green progress bar▬▬▬▬▬▬▬▬▬▬▬

☑ **Trello** Name this card with the name of the depositor.

☑ **Trello** Enter `article_id` in custom field

☑ **Trello** Enter dataset title and paste the review link to the item in ReDATA

☑ **Trello Rule** Add yourself as a member of this card

☑ **Trello** Remove any unneeded orange labels from this card

☑ **Figshare** Assign yourself as a curator in Figshare

- [x] ~~**Figshare** Ensure that the portal association is correct. Change through the curation review panel~~
- [x] ~~**Outlook** In the data-management account, add a color corresponding to your color in the "Next Curator" column to the any messages corresponding to this deposit. E.g., the "Item to Review" notification. Add the color to any subsequent messages as well~~
- [x] ~~**Curation** Dataset in scope? If no, process ends. Send rejection message (use Review Results template in Outlook). Move card to Rejected status~~
- [x] ~~**Curation** Cursory check for obviously sensitive information. If possibly regulated information is found, may need to report a breach to the appropriate office~~

Add an item

☑ 1. To Do

Hide checked items   Delete

100% ──

- [x] ~~**Curation Server** Log into~~ `curation1` ~~and get the Deposit Agreement and README form links using~~ `get_pending` ~~and~~ `get_qualtrics <article_id>` *Skip if this is a revision to a published dataset*
- [x] ~~**Outlook** Prepare acknowledgment email, modify as needed.~~ 📅 *Within 48h* ~~(a) From the data-management account, create a NEW BLANK EMAIL (b) Use the ReDATA Submission Acknowledgment template in the Email Templates folder (c) Follow the instructions in the template~~ *if this is a revision to a published dataset, use the template for revisions*
- [x] ~~**Outlook** Send acknowledgment email to depositor & corresponding author. Confirm Acknowledgement email being sent from~~ data-management@arizona.edu ~~account.~~
- [x] ~~**Trello Rule** Add label "Waiting On: Deposit Agrmt/Readme". Curation will commence after receipt of signed agreement.~~ 📅 ~~If 3 months have passed, contact depositor or delete deposit and move to Rejected and make a note~~

Add an item

☑ 2. Under Review (Curation)

Hide checked items   Delete

72% ───────────────────────────────────────

- [x] ~~**Trello Rule** ⚠️ Have a signed Deposit Agreement? Do not proceed past this point without a signed Agreement~~
- [x] ~~**Trello Rule** Move this card to Under Review status~~
- [x] ~~**Curation Server** Retrieve deposit using~~ `get_data`
- [x] ~~**Curation Server** Move the folder from 1.ToDo to 2.UnderReview using~~ `move_next <article_id>` ~~command~~
- [x] ~~Basic file checks (virus, opening files, open file formats, presence of files mentioned in abstract)~~

- [ ] Deposit may contain sensitive/restricted data (check even if depositor said there was no sensitive data). If so, proceed to the sensitive data steps below. In all cases, wait for approval by appropriate party before publishing (use one of the orange labels on this card). 🔒

- [ ] 🔒 If data is human subjects loop in IRB office (Christine Melton-Lopez). For the time being, loop in **even if data is de-identified**. Provide them with IRB number and/or consent form. For identifiable audio/video, consent form must state data is being deposited into ReDATA.

- [ ] 🔒 If data contains photos/videos of lab/research animals, loop in Animal Care (David Besselsen).

- [ ] 🔒 If data may contain Tribal information, collect the tribal authorizations from depositor and loop in Claudia Nelson from the Native People's Technical Assistance Office

- [x] ~~Check for adherence to **deposit guidelines**. Note these are guidelines. Not every deposit needs to follow them exactly~~

- [x] ~~Cursory software check (license, presence of docs, dependencies)~~

- [x] ~~*Optional* deeper level curation (see **workflow document**)~~

- [ ] *Optional* Generate thumbnail previews (if possible and if needed)

- [x] ~~*Optional* Brief search for related materials (papers, websites)~~

- [x] ~~**Figshare** Update Figshare metadata + description block (copy block from **this document**)~~

- [x] ~~**Figshare** Upload curated/modified versions of files to Figshare (e.g., augmented README.txt, re-packaged files, generated thumbnails, etc.)~~

- [x] ~~Make sure the modifications and suggested changes were recorded in the Curation Review report~~

- [x] ~~**Trello Rule** Add secondary curator to card: **@jratliff_ua** insert name~~

> Add an item

☑ 3. Under Review -> Reviewed
> Hide checked items   Delete

100% ━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━━

- [x] ~~**Curation Server** Move the data folder to 3.Reviewed folder using `move_next`~~

- [x] ~~**Outlook** Prepare review results email to researcher - ATTACH REVIEW REPORT and DEPOSIT AGREEMENT. Use template ReDATA Review Results in Email Templates folder.~~

- [x] ~~**Outlook** Review results email sent~~

- [x] ~~**Trello** Update this card with the appropriate labels to indicate what we're waiting for before we can publish. Use one of the existing "Waiting On" labels~~

- [x] ~~**Trello Rule** Set 14-day reminder to follow-up~~

- [x] ~~**Trello Rule** Move this card to the Reviewed status, update Review Date Custom Field~~

☑ **Trello** ~~All info has been received. Remove labels.~~ 📅 ~~If all requested info has NOT been received but 3 months have passed and dataset is of a "passable" quality and changes are minor, proceed to publish. If not, keep dataset in this status indefinitely.~~

☑ **Figshare** ~~Perform last check: README.txt and Record metadata are correct~~

Add an item

☑ **4. Reviewed -> Published**   Hide checked items   Delete

83% ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓░░

☑ **Figshare** ~~Publish the submission:~~ <u>click</u>

☑ **Outlook** ~~Send notice of publication email. Use the template in the Email Templates folder in the data management account.~~

☑ **Curation Server** ~~Move the folder to 4.Published using~~ `move_publish` ~~command~~

☑ **Trello Rule** ~~Move this card to Published, update Published Date Custom Field~~

☑ **Outlook** ~~Clean up Inbox for related emails~~

☐ **Twitter** Post on Twitter/Instagram using our existing template

Add an item

☑ **4. After Published - prepare for preservation**   Hide checked items   Delete

100% ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓

☑ **Trello** ~~Update the~~ `difficulty` ~~custom field of this card (Easy, Medium, Hard, Difficult)~~

☑ **Curation Server** ~~In the UAL_RDM folder, put a PDF copy of the signed deposit agreement (if not done already)~~

☑ ~~Update [Google Sheets] the Curation Tracking tab (~~ 🔷 ~~https://docs.google.com/spreadsheets/d/1Ttm7z60iJz8zsrN6ongLIJy21mpdppJdH_Ohie07hEU/edit#gid=151848368 - Connect to preview~~)

☑ **Trello, Curation Server** ~~Export this card as a PDF and put it in In the UAL_RDM folder (to record the curation process)~~

Add an item

☰ **Activity**   Hide Details

Fernando Rios completed **Trello, Curation Server** Export this card as a PDF and put it in In the UAL_RDM folder (to record the curation process) on this card

just now

Fernando Rios completed Update [Google Sheets] the Curation Tracking tab (🔷
https://docs.google.com/spreadsheets/d/1Ttm7z60iJz8zsrN6ongLlJy21mpdppJdH_Ohie07hEU/edit#gid=151848368
- Connect to preview) on this card

a few seconds ago

Fernando Rios completed **Curation Server** In the UAL_RDM folder, put a PDF copy of the signed deposit agreement (if not done already) on this card

a few seconds ago

Fernando Rios updated the value for the difficulty custom field on this card

a few seconds ago

Fernando Rios completed **Trello** Update the `difficulty` custom field of this card (Easy, Medium, Hard, Difficult) on this card

a few seconds ago

Fernando Rios completed **Outlook** Clean up Inbox for related emails on this card

a few seconds ago

ReDATA Bot updated the value for the published_date custom field on this card

a few seconds ago via 🗓 Butler

ReDATA Bot moved this card from Reviewed to Published

a few seconds ago via 🗓 Butler

Fernando Rios completed **Trello Rule** Move this card to Published, update Published Date Custom Field on this card

a few seconds ago

Fernando Rios completed **Curation Server** Move the folder to 4.Published using `move_publish` command on this card

a minute ago

Fernando Rios completed **Outlook** Send notice of publication email. Use the template in the Email Templates folder in the data-management account. on this card

4 minutes ago

Fernando Rios completed **Figshare** Publish the submission: click on this card

4 minutes ago

Fernando Rios completed **Figshare** Perform last check: README.txt and Record metadata are correct on this card

7 minutes ago

Fernando Rios completed **Trello** All info has been received. Remove labels. 📅 If all requested info has NOT been received but 3 months have passed and dataset is of a "passable" quality and changes are minor, proceed to publish. If not, keep dataset in this status indefinitely. on this card

8 minutes ago

Fernando Rios 8 minutes ago

Modifications approved by Fangyue

🙂 - Edit - Delete

Fernando Rios marked the due date incomplete
an hour ago

Fernando Rios marked the due date complete
an hour ago

Fernando Rios marked the due date incomplete
an hour ago

RB **ReDATA Bot** updated the value for the reviewed_date custom field on this card
an hour ago via 🗔 Butler

RB **ReDATA Bot** moved this card from Under Review to Reviewed
an hour ago via 🗔 Butler

Fernando Rios completed **Trello Rule** Move this card to the Reviewed status, update Review Date Custom Field on this card
an hour ago

RB **ReDATA Bot** changed the due date of this card to Dec 29 at 6:00 PM
an hour ago via 🗔 Butler

Fernando Rios completed **Trello Rule** Set 14-day reminder to follow-up on this card
an hour ago

Fernando Rios completed **Trello** Update this card with the appropriate labels to indicate what we're waiting for before we can publish. Use one of the existing "Waiting On" labels on this card
an hour ago

Fernando Rios completed **Outlook** Review results email sent on this card
an hour ago

Fernando Rios completed **Outlook** Prepare review results email to researcher - ATTACH REVIEW REPORT and DEPOSIT AGREEMENT. Use template ReDATA Review Results in Email Templates folder. on this card
an hour ago

Fernando Rios completed **Curation Server** Move the data folder to 3.Reviewed folder using `move_next` on this card
an hour ago

Fernando Rios completed **Trello Rule** Add secondary curator to card: **@jratliff_ua** insert name on this card
an hour ago

Jonathan Ratliff 5 hours ago

> Changed "Reproductive clum" to "Reproductive culm" in both dataset and README. Appeared to be a typo based on the associated paper.

☺ - Reply - Delete

Fernando Rios completed Make sure the modifications and suggested changes were recorded in the Curation Review report on this card
yesterday at 2:51 PM

Fernando Rios completed **Figshare** Upload curated/modified versions of files to Figshare (e.g., augmented README.txt, re-packaged files, generated thumbnails, etc.) on this card
yesterday at 2:51 PM

Fernando Rios completed **Figshare** Update Figshare metadata + description block (copy block from this document) on this card
yesterday at 2:51 PM

Fernando Rios completed *Optional* Brief search for related materials (papers, websites) on this card
yesterday at 2:32 PM

Fernando Rios completed *Optional* deeper level curation (see workflow document) on this card
yesterday at 2:32 PM

Fernando Rios completed Cursory software check (license, presence of docs, dependencies) on this card
yesterday at 2:32 PM

Fernando Rios completed Check for adherence to deposit guidelines. Note these are guidelines. Not every deposit needs to follow them exactly on this card
yesterday at 2:32 PM

Fernando Rios completed Basic file checks (virus, opening files, open file formats, presence of files mentioned in abstract) on this card
yesterday at 2:31 PM

Fernando Rios completed **Curation Server** Move the folder from 1.ToDo to 2.UnderReview using `move_next <article_id>` command on this card
yesterday at 2:31 PM

Fernando Rios completed **Curation Server** Retrieve deposit using `get_data` on this card
yesterday at 2:02 PM

ReDATA Bot moved this card from To Do to Under Review
yesterday at 2:02 PM via ⊡ Butler

Fernando Rios completed **Trello Rule** Move this card to Under Review status on this card
yesterday at 2:02 PM

Fernando Rios completed **Trello Rule** ⚠️ Have a signed Deposit Agreement? Do not proceed past this point without a signed Agreement on this card
yesterday at 2:02 PM

Fernando Rios completed **Trello Rule** Add label "Waiting On: Deposit Agrmt/Readme". Curation will commence after receipt of signed agreement. 📅 If 3 months have passed, contact depositor or delete deposit and move to Rejected and make a note on this card
Dec 9 at 5:02 PM

Fernando Rios completed **Outlook** Send acknowledgment email to depositor & corresponding author. Confirm Acknowledgement email being sent from data-management@arizona.edu account. on this card
Dec 9 at 5:02 PM

Fernando Rios completed **Outlook** Prepare acknowledgment email, modify as needed. 📅 *Within 48h* (a) From the data-management account, create a NEW BLANK EMAIL (b) Use the ReDATA Submission Acknowledgment template in the Email Templates folder (c) Follow the instructions in the template *if this is a revision to a published dataset, use the template for revisions* on this card
Dec 9 at 5:02 PM

Fernando Rios completed **Curation Server** Log into `curation1` and get the Deposit Agreement and README form links using `get_pending` and `get_qualtrics <article_id>` *Skip if this is a revision to a published dataset* on this card
Dec 9 at 4:50 PM

Fernando Rios completed **Curation** Cursory check for obviously sensitive information. If possibly regulated information is found, may need to report a breach to the appropriate office on this card
Dec 9 at 4:49 PM

Fernando Rios completed **Curation** Dataset in scope? If no, process ends. Send rejection message (use Review Results template in Outlook). Move card to Rejected status on this card
Dec 9 at 4:49 PM

Fernando Rios completed **Outlook** In the data-management account, add a color corresponding to your color in the "Next Curator" column to the any messages corresponding to this deposit. E.g., the "Item to Review" notification. Add the color to any subsequent messages as well on this card
Dec 9 at 4:49 PM

Fernando Rios completed **Figshare** Ensure that the portal association is correct. Change through the curation review panel on this card
Dec 9 at 4:49 PM

Fernando Rios completed **Figshare** Assign yourself as a curator in Figshare on this card
Dec 9 at 4:49 PM

Fernando Rios completed **Trello** Remove any unneeded orange labels from this card on this card
Dec 9 at 4:49 PM

Fernando Rios completed **Trello Rule** Add yourself as a member of this card on this card
Dec 9 at 4:49 PM

Fernando Rios completed **Trello** Enter dataset title and paste the review link to the item in ReDATA on this card
Dec 9 at 4:49 PM

Fernando Rios completed **Trello** Enter `article_id` in custom field on this card
Dec 9 at 4:49 PM

Fernando Rios completed **Trello** Name this card with the name of the depositor. on this card
Dec 9 at 4:49 PM

Fernando Rios updated the value for the submission_date custom field on this card
Dec 9 at 4:49 PM

Fernando Rios updated the value for the curation_id custom field on this card
Dec 9 at 4:49 PM

Fernando Rios updated the value for the article_id custom field on this card
Dec 9 at 4:49 PM

Fernando Rios marked the due date complete
Dec 9 at 4:48 PM

ReDATA Bot changed the due date of this card to Dec 10 at 10:00 AM
Dec 9 at 9:13 AM via 🖵 Butler

ReDATA Bot copied this card from Curate Dataset Template v2.7 [FirstName LastName No.XX vYY] in list To Do
Dec 9 at 9:13 AM via 🖵 Butler