🖥 Xingyi Yang / Hong Cui (resubmit)

in list Published   👁

Members	Labels	Due date

Hard   ☑ Aug 23, 2021 at 3:53 PM `complete` ⌄

📄 Description   Edit

Which methods are the most effective to enable novice users to participate in FAIR ontology creation? A usability study
🄰 WebAuth Login

Note the we rejected their initial submission because it had PII (see the Hong Cui/Xingyi Yang v1 card in the Rejected column.

They have now provided the consent form and removed the PII

🗂 Custom Fields

# article_id	⁝≡ difficulty	T curation_id
	Select... ⌄	

📅 submission_date	📅 reviewed_date	📅 published_date
+ Add date...	+ Add date...	+ Add date...

T template_version	T redata_version

☑ 0. Preliminaries   Hide checked items   Delete

100% �▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬
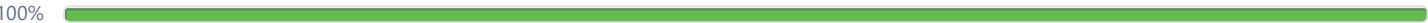
- ☑ ~~**Trello** Name this card with the name of the depositor.~~
- ☑ ~~**Trello** In the description box enter dataset name (and optionally, paste the review link to the item in figshare)~~
- ☑ ~~**Trello** Add yourself as a member of this card (click Join on the right)~~
- ☑ ~~**Trello** Remove any unneeded orange labels from this card~~
- ☑ ~~**Figshare** Assign yourself as a curator in Figshare~~
- ☑ ~~**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~~
- ☑ ~~Dataset in scope? If no, process ends. Send rejection message (use Review Results template in Outlook). Move card to Rejected status~~
- ☑ ~~**Curation Server** Create the following folder structure in the folder 1.ToDo/[NameOfDepositor]/DATA 1.ToDo/[NameOfDepositor]/ORIGINAL-DATA 1.ToDo/[NameOfDepositor]/UAL_RDM~~
- ☑ ~~**Figshare, Curation Server** Download dataset and put it in the ORIGINAL_DATA folder~~
- ☑ ~~**Curation Server** Grab a copy of the Curation Review template (link) and put in the UAL_RDM folder (make sure to rename it appropriately)~~

  Add an item

☑ 1. To Do -> Under Review   Hide checked items   Delete

100% ▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬

- ☑ ~~**Trello** Move this card to Under Review status~~
- ☑ ~~**Outlook** Prepare Acknowledgment email, modify as needed. 📅 Within 48 (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~~

- ☑ ~~**Outlook** Confirm Acknowledgement email being sent from~~ data-management@arizona.edu ~~account. Send to depositor & corresponding author~~ ℹ️ ~~Email sent, though didn't follow the template since they responded directly to the review message. I replied to their response acknowledging their new deposit~~
- ☑ ~~**Trello** Add label "Waiting On: Signed Deposit Agreement". Curation will commence after receipt of signed agreement. *Proceeding to the following section is optional.*~~ 📅 ~~If 3 months have passed, contact depositor or delete deposit and move to Rejected and make a note~~
- ☑ ~~**Curation Server** Move the folder from 1.ToDo to 2.UnderReview~~

Add an item

☑ 2. Under Review (Curation)

Hide checked items | Delete

71% ▓▓▓▓▓▓▓▓▓▓▓▓▓▓░░░

- ☑ ⚠️ ~~Have a signed Deposit Agreement? Do not proceed past this point without a signed Agreement~~
- ☑ ~~Basic file checks (virus, opening files, open file formats, presence of files mentioned in abstract)~~
- ☑ ~~Check for sensitive data. If data is de-identified human subjects, need consent form. Save consent form in a separate folder.~~
- ☑ ~~Check for adherence to~~ **deposit guidelines**. ~~Check also adherence to latest~~ **README.txt**
- ☑ ~~Cursory software check (license, presence of docs, dependencies)~~
- ☐ ~~Split deposit if needed~~ [note: skip for now]
- ☐ *Optional* deeper level curation (see workflow document)
- ☐ *Optional* Generate thumbnail previews (if possible and if needed)
- ☐ *Optional* Brief search for related materials (papers, websites)
- ☑ ~~**Figshare** Update Figshare metadata + description block (copy block from~~ **this document**)
- ☑ ~~**Figshare** Reserve DOI~~
- ☑ ~~**Figshare** Upload curated/modified versions of files to Figshare (e.g., augmented README.txt, re-packaged files, generated thumbnails, etc.)~~
- ☑ ~~Make sure the modifications and suggested changes were recorded in the Curation Review report~~
- ☑ ~~Review by secondary curator: **@astrochun**~~

Add an item

☑ 3. Under Review -> Reviewed

Hide checked items | Delete

100% ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓

- ☑ ~~**Trello** Move this card to the Reviewed status~~
- ☑ ~~**Curation Server** Move the data folder to 3.Reviewed folder~~
- ☑ ~~**Outlook** Prepare review results email to researcher - ATTACH REVIEW REPORT. Use template ReDATA Review Results in Email Templates folder.~~
- ☑ ~~**Outlook** Review results email sent~~
- ☑ ~~**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~~
- ☑ ~~**Trello** All info has been received. Remove labels.~~ 📅 ~~If 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

100%

- [x] ~~**Figshare** Publish the submission~~
- [x] ~~**Trello** Move this card to Published.~~
- [x] ~~**Curation Server** Move the folder to 4.Published~~

Add an item

☑ 4. After Published - prepare for preservation

Hide checked items   Delete

100%

- [x] ~~**Trello** Update the Difficulty tag of this card (Easy, Medium, Hard, Difficult)~~
- [x] ~~**Outlook** Send thank you email. (Thank you note, copy of signed Deposit Agreement, published link, DOI). Use the template in the Email Templates folder in the data-management account.~~
- [x] ~~**Curation Server** In the UAL_RDM folder, put a PDF copy of the signed deposit agreement (if not done already)~~
- [x] ~~**Trello, Curation Server** Export this card as a PDF and put it in In the UAL_RDM folder (to record the curation process)~~
- [x] ~~Update Google Sheets for information about deposit. Fill in columns I, P, Q, R, S and T. Also the Curation Tracking tab~~

Add an item

☰ Activity

Hide Details

Fernando Rios just now

> Differences between title of dataset and published article were small enough that the item was published. The only thing that was changed is the addition of the link to the paper

☺ - Edit - Delete

Fernando Rios marked the due date complete
Aug 24, 2021 at 11:24 AM

Fernando Rios Aug 24, 2021 at 11:23 AM

> No response

☺ - Edit - Delete

Fernando Rios set this card to be due Aug 23, 2021 at 3:53 PM
Jul 2, 2021 at 3:53 PM

Fernando Rios Jul 2, 2021 at 3:53 PM

> **@jratliff_ua** has identified a discrepancy between the title of the published article and the dataset. He reached out to ask about updating it on 6/29. Wait for response

☺ - Edit - Delete

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
Jul 13, 2020 at 1:33 PM

Fernando Rios completed Update Google Sheets for information about deposit. Fill in columns I, P, Q, R, S and T. Also the Curation Tracking tab on this card
Jul 13, 2020 at 1:33 PM

Fernando Rios completed **Trello** Update the Difficulty tag of this card (Easy, Medium, Hard, Difficult) on this card
Jul 13, 2020 at 1:26 PM

Fernando Rios completed **Curation Server** Move the folder to 4.Published on this card
Jul 13, 2020 at 1:25 PM

Fernando Rios completed **Figshare** Publish the submission on this card
Jul 13, 2020 at 1:25 PM

Fernando Rios completed **Outlook** Review results email sent on this card
Jul 13, 2020 at 1:25 PM

Fernando Rios moved this card from Reviewed to Published
Jul 13, 2020 at 1:16 PM

Fernando Rios completed **Trello** Move this card to Published. on this card
Jul 13, 2020 at 1:16 PM

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
Jul 13, 2020 at 1:16 PM

Fernando Rios completed **Outlook** Send thank you email. (Thank you note, copy of signed Deposit Agreement, published link, DOI). Use the template in the Email Templates folder in the data-management account. on this card
Jul 13, 2020 at 1:16 PM

Fernando Rios completed **Figshare** Perform last check: README.txt and Record metadata are correct on this card
Jul 13, 2020 at 1:15 PM

Fernando Rios completed **Trello** All info has been received. Remove labels. 📅 If 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
Jul 13, 2020 at 1:15 PM

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
Jul 13, 2020 at 1:15 PM

Fernando Rios completed **Outlook** Prepare review results email to researcher - ATTACH REVIEW REPORT. Use template ReDATA Review Results in Email Templates folder. on this card
Jul 13, 2020 at 1:12 PM

Chun Ly completed **Curation Server** Move the data folder to 3.Reviewed folder on this card
Jul 13, 2020 at 1:05 PM

Chun Ly completed **Trello** Move this card to the Reviewed status on this card
Jul 13, 2020 at 1:03 PM

Chun Ly moved this card from Under Review to Reviewed
Jul 13, 2020 at 1:03 PM

Chun Ly completed Review by secondary curator: **@astrochun** on this card
Jul 13, 2020 at 1:03 PM

Fernando Rios completed **Figshare** Update Figshare metadata + description block (copy block from this document) on this card
Jul 10, 2020 at 4:00 PM

Fernando Rios completed Make sure the modifications and suggested changes were recorded in the Curation Review report on this card
Jul 10, 2020 at 3:51 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
Jul 10, 2020 at 3:51 PM

Fernando Rios completed **Figshare** Reserve DOI on this card
Jul 10, 2020 at 3:51 PM

Fernando Rios marked *Optional* deeper level curation (see workflow document) incomplete on this card
Jul 10, 2020 at 3:51 PM

Fernando Rios completed *Optional* deeper level curation (see workflow document) on this card
Jul 10, 2020 at 3:51 PM

Fernando Rios completed Cursory software check (license, presence of docs, dependencies) on this card
Jul 10, 2020 at 3:51 PM

Fernando Rios completed Check for adherence to deposit guidelines. Check also adherence to latest README.txt on this card
Jul 10, 2020 at 3:51 PM

Fernando Rios moved this card from To Do to Under Review
Jul 10, 2020 at 2:58 PM

Fernando Rios completed Check for sensitive data. If data is de-identified human subjects, need consent form. Save consent form in a separate folder. on this card
Jul 10, 2020 at 2:57 PM

Fernando Rios completed Basic file checks (virus, opening files, open file formats, presence of files mentioned in abstract) on this card
Jul 10, 2020 at 2:57 PM

Fernando Rios completed ⚠️ Have a signed Deposit Agreement? Do not proceed past this point without a signed Agreement on this card
Jul 10, 2020 at 2:57 PM

Fernando Rios completed **Trello** Add label "Waiting On: Signed Deposit Agreement". Curation will commence after receipt of signed agreement. *Proceeding to the following section is optional.* 📅 If 3 months have passed, contact depositor or delete deposit and move to Rejected and make a note on this card
Jul 10, 2020 at 2:57 PM

Fernando Rios completed **Curation Server** Move the folder from 1.ToDo to 2.UnderReview on this card
Jul 10, 2020 at 2:57 PM

Fernando Rios completed **Outlook** Confirm Acknowledgement email being sent from data-management@arizona.edu account. Send to depositor & corresponding author ℹ️ Email sent, though didn't follow the template since they responded directly to the review message. I replied to their response acknowledging their new deposit on this card
Jul 10, 2020 at 2:57 PM

Fernando Rios completed **Outlook** Prepare Acknowledgment email, modify as needed. 📅 *Within 48* (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 on this card
Jul 10, 2020 at 2:57 PM

Fernando Rios completed **Trello** Move this card to Under Review status on this card
Jul 10, 2020 at 2:55 PM

Fernando Rios completed **Curation Server** Grab a copy of the Curation Review template (link) and put in the UAL_RDM folder (make sure to rename it appropriately) on this card
Jul 10, 2020 at 2:55 PM

Fernando Rios completed **Figshare, Curation Server** Download dataset and put it in the ORIGINAL_DATA folder on this card
Jul 10, 2020 at 2:55 PM

Fernando Rios completed **Curation Server** Create the following folder structure in the folder 1.ToDo/[NameOfDepositor]/DATA 1.ToDo/[NameOfDepositor]/ORIGINAL_DATA 1.ToDo/[NameOfDepositor]/UAL_RDM on this card
Jul 10, 2020 at 2:55 PM

Show all actions...