**1. DATA SUMMARY**

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**2. FAIR data management**

2.1 Data collection/ generation

1. Specify the methodology of data deposition for user
2. Define protocols for depositing new cohort raw data into the appropriate repositories and methods to provide rich metadata to foster a quality reuse of raw data for newly coming research projects.

2.2 Data storage

1. Where will each type of data be stored?
2. What are the provisions for long-term secure storage during and after the ending of the project?

2.3 Making data findable, including provisions for metadata

1. What are the provisions for data discoverability with metadata (making data identifiable and locatable by means of a standard identification mechanism (e.g. persistent and unique identifiers such as Digital Object Identifiers)?
2. What naming conventions will be adopted?
3. Will search keywords be provided that optimize possibilities for reuse?
4. Do you provide clear version numbers? CW: version numbers of data deposition/updates????
5. What metadata standard will be adopted? In case there is not a metadata standard for some types of data, please outline what type of metadata will each of your data types contain
6. How interoperability/ harmonization of metadata will be handled?

2.4 Making data openly accessible

1. Will aggregate statistics and metadata will be openly available?
2. Which data (data types, variables) will be made openly available as the default? (level 1)
3. Which data (data types, variables) will be accessible under an authenticated level (level 2)?
4. Which data (data types, variables) should be accessible under a controlled-access level  (level 3)
5. How will the different access levels be handled? (authentication/DAC-granted acces procedures and technologies)

* **For data deposited in external repositories (not deposited in in the euCanSHare centralized repository):**

1. What methods, technology/software tools are needed for access/ transfer of data? (if any, eg. Opal)
2. Will you provide any relevant methods, technology/software tools and its documentation?
3. Have you explored appropriate arrangements with the identified repositories?
4. How will access to external repositories be handled?
5. How will EuCanSHare´s data access committee will be implemented with external repositories? When not, how will external access conditions will be handled?
6. How will the metadata be made accessible from the euCanSHare centralized repository)?

* **If metadata is deposited in external repository (not deposited in in the euCanSHare centralized repository):**

1. Define how links to external repositories will be provided

2.5 Making data interoperable

1. Are all data interoperable, that is allowing data exchange and reuse between researchers, institutions, organizations, countries, etc. (i.e. adhering to standards for formats, as much as possible compliant with available (open) software applications, and in particular facilitating re-combinations with different datasets from different origins)?
2. What data and metadata vocabularies, standards or methodologies do you follow to make your data interoperable?
3. In case it is unavoidable that you use uncommon or generate project specific ontologies or vocabularies, will you provide mappings to more commonly used ontologies?

2.6 Increase data reuse (through clarifying licenses) **Answer if data is deposited in external repository (not deposited in in the euCanSHare centralized repository)**

1. How will the data be licensed to permit the widest reuse possible?
2. If it isn't currently, when will the data be made available for reuse?
3. Are the data produced and/or used in the project useable by third parties, in particular after the end of the project? If the reuse of some data is restricted, explain why.
4. How long is it intended that the data remains re-usable?
5. Are data quality assurance processes described?

**3. ALLOCATION OF RESOURCES Answer if data is deposited in external repository (not deposited in in the euCanSHare centralized repository)**

1. What are the costs for making data FAIR in your project?
2. How will these be covered? Note that costs related to open access to research data are eligible as part of the Horizon 2020 grant (if compliant with the Grant Agreement conditions).
3. Who will be responsible for data management in your project?
4. Are the resources for long term-preservation discussed (costs and potential value, who decides and how what data will be kept and for how long)?

**4. DATA SECURITY Answer if data is deposited in external repository (not deposited in in the euCanSHare centralized repository)**

1. What provisions are in place for data security (including data recovery as well as secure storage and transfer of sensitive data)?
2. Is the data safely stored in certified repositories for long term preservation and curation?

**5. ETHICAL ASPECTS**

1. Are there any ethical or legal issues that can have an impact on data sharing?
2. Is informed consent for data sharing and long-term preservation included in questionnaires dealing with personal data?

**6. OTHER ISSUES**

1. Do you make use of other national/funder/sectorial/departmental procedures for data management? If yes, which ones?