**1. DATA SUMMARY**

1.1 Purpose of data collection

1. What was the purpose of the data collection/generation and its relation to the objectives of your project?
2. What is its relation to the objectives of euCanSHare?
3. To whom might the data be useful ('data utility')?

1.1 Description of data

1. What is the origin of the data?
2. Have/will you reuse any existing data and how?
3. What is the size/ expected size of the data?
4. What data types and formats of data have you generated/collected / will you generate/collect during the project?

1.1 Data security levels, confidentiality and potentially disclosive personal information

1. For each data / dataset type or specific variable types (and metadata) please specify the corresponding levels of data security (access level)

**2. FAIR data management**

2.1 Data collection/ generation

1. Will data be deposited through euCanSHare Web Portal or through an external submission portal

**If data is deposited through external submission portal (not through euCanSHare Web Portal):**

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. Will data be deposited in euCanSHare centralized repositories or external repositories?

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

1. Where will your 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. Are the data produced and/or used in the project discoverable with metadata, 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 do you follow?
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 have been/will be created? In case there is not a metadata standard for your variables, please outline what type of metadata will each of your data types contain

2.4 Making data openly accessible

1. How will the data be made accessible (e.g. by deposition in an external repository/ by deposition in the euCanSHare centralized repository)?

* **If data is deposited in the euCanSHare centralized repository, please state:**

1. Which data (data types, variables) will be made openly available as the default? (level 1) If certain datasets cannot be shared (or need to be shared under restrictions), explain why, clearly separating legal and contractual reasons from voluntary restrictions. (consortium agreemen
2. Will you allow aggregate statistics and metadata openly available?
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)

* **If data is deposited in external repository (not deposited in in the euCanSHare centralized repository), please state:**

1. What methods, technology/software tools are needed for access/ transfer of data? (if any, eg. Opal)
2. Will you include the relevant software (e.g. in open source code) and its documentation?
3. Where will the data and associated metadata, documentation and code be deposited?
4. Have you explored appropriate arrangements with the identified repository?
5. If there are restrictions on use, how will access be provided?
6. Will you use EuCanSHare´s data access committee? If not, describe conditions for access (i.e. a machine-readable license)?
7. Will the metadata be made accessible by deposition in the euCanSHare centralized repository)?

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

1. Define how links to external repositories will be provided

2.5 Making data interoperable

1. Are your 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. Do you use standard vocabularies for all data types present in your data set, to allow inter-disciplinary interoperability?
4. 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?