1. **Types of data**

a. What types of data will you be creating or capturing? (experimental data, observational

data, model simulation, retrieval of existing data; what are the measurement levels of

these data).

b. How will you capture, create, and/or process the data? (Identify instruments, software,

imaging, etc. used)

1. **Contextual details (metadata) needed to make data meaningful to others**

a. What will be the naming convention of your files?

b. What file formats will you be using?

1. **Quality control**

a. What will you do to ensure that the data will not be erroneous? (during the data

generation/collection process, during the data entry process and/or during further data

processing; also list what software or rules do you use to check quality)

b. What are the roles in quality control? (do you ask a collaborator or your supervisor to

perform a check on the data)

1. **Storage, backup and security**

a. What will be the URL where your data will be available?

b. What is your backup plan for the data?

1. **Copyright and reuse**

a.Who will own the copyright or intellectual property rights to the data?

b. How and among who will the data be shared during the project and when the project

is finished?

1. **Protection and privacy**

a. If relevant: how are you addressing any ethical or privacy issues? (e.g. limiting access,

encryption, anonymization of data)?