**Weather Ready Research Award Program**

**Flood Ready Research Instrument and Data Publication**

**Data and Instrument Publication Checklist**

*As a requirement of the call for* [*Flood Ready Research Instrument and Data Publication*](https://hazards.colorado.edu/research/weather-ready-research-floods) *awardees* ***must*** *publish the research protocols, instruments, and/or data collected from their flood research activities. This checklist is intended to help investigators prepare to publish their data and instruments via the NSF-supported DesignSafe Cyberinfrastructure. All awardees must complete and submit this form, along with a final report, no later than three months after award activation to* [*haz.research.awards@colorado.edu*](mailto:haz.research.awards@colorado.edu)*. Please submit* ***one form*** *per team and project award.*

**Name:**

**Title and Affiliation:**

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| **Activity** | **Date Completed** |
| Review the projects already published by Weather Ready Research Award recipients (<https://hazards.colorado.edu/research/weather-ready/instrument-and-data-publication>) and CONVERGE Data Ambassadors ([https://converge.colorado.edu/data/data-ambassadors/](https://converge.colorado.edu/data/data-ambassadors/)a)) as exemplars of the types of descriptions and content that you will upload into DesignSafe. |  |
| Watch the 30-minute CONVERGE Publish Your Data! Webinar for background, context, and to learn from current CONVERGE Data Ambassadors about how they have used DesignSafe to advance their own research: <https://converge.colorado.edu/webinars/publish-your-data/>. |  |
| Read this webpage on preparing a **Data Management Plan**: <https://converge.colorado.edu/data/data-management/>. This page includes several tips and insights that will help you to prepare your data for publication. |  |
| Review the following overview of **DesignSafe capabilities**: <https://www.designsafe-ci.org/about/designsafe/>. |  |
| If you have not done so already, create a **DesignSafe account** and ensure that all instrument and/or data co-authors have registered for accounts as well: <https://www.designsafe-ci.org/account/register/>. Upon registration, please complete your full account profile to ensure proper reporting to NSF (and representation of the social and behavioral science community as users of DesignSafe). |  |
| Watch the **June 2021 Weather Ready Research Instrument and Data Publication Training Session**: <https://www.youtube.com/watch?v=D9Q5SWsrsqI>. |  |
| Download and complete the **data publication template**to support your data publication efforts. We strongly recommend you fill this out like a worksheet before you begin the data publication process on DesignSafe. <https://hazards.colorado.edu/uploads/basicpage/DataPublicationTemplate_1-17-24.docx> |  |
| Prepare your data, data collection protocol/report, and/or research instrument and ensure relevant material(s) are ready for curation on DesignSafe. These materials will help ensure a comprehensive data publication that can be used and analyzed by future researchers or research teams.   * Establish the sensitivity of your dataset (see the data template for more information). * If your data involves human subjects, you must provide documentation of your institution’s IRB approval. * All human subjects data should be properly de-identified based on ethical best practices, institutional requirements, and any other commitments to participants. See Policies <https://www.designsafe-ci.org/rw/user-guides/curating-publishing-projects/policies/> and Best Practices [https://www.designsafe-ci.org/rw/user-guides/curating-publishing-projects/best-practices/](https://www.designsafe-ci.org/rw/user-guides/curating-publishing-projects/best-practices/i) in DesignSafe. |  |
| If questions emerge during the publication process, reference the DesignSafe data curation guidelines (<https://www.designsafe-ci.org/rw/user-guides/data-curation-publication/>). Please click on the Field Research link on the upper left side of the screen for further guidance. |  |
| Work with Dr. Maria Esteva at DesignSafe to publish your data and/or data collection instrument or protocol. You can sign up for an appointment at: <https://www.designsafe-ci.org/facilities/virtual-office-hours/>. |  |
| Upon publication of your work, please insert the publication type and full citation, following the exact format as shown here: <https://hazards.colorado.edu/research/weather-ready/instrument-and-data-publication>.  **Publication Citation:** [insert here, including final DOI] | *Insert date of publication here and insert the full citation in the cell to the left.* |

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| Market your work! Please make sure you:   * Include the data or instrument citation in your papers in the reference section or as part of the required data statement. * Present about your data at conferences. * Use social media to announce your publication with the DOI. * Use your site/page to include citation news about your data or instrument publication, including the DOI. * Where appropriate, acknowledge the funding support from the Natural Hazards Center, NOAA, and NSF. |  |
| Share information about DesignSafe and CONVERGE data publication capabilities with at least one other group or organization. This will help to grow the user community.  **Please list the group(s) or organization(s) here:** | *Insert date(s) when you shared information regarding publication capabilities here. Use the cell to the left to share the names of the group(s).* |

*Finally, if you have any additional information you would like to share with the Natural Hazards Center regarding your data publication process, please add that information below:*

Upon completion, please submit this form to [haz.research.awards@colorado.edu](mailto:haz.research.awards@colorado.edu). This form is due no later than **three months after award activation**. Your name, title, affiliation, and publication information will be added to the Natural Hazards Center website and CONVERGE website, where the lead publication author(s) will be featured as part of the Data Ambassador program (<https://converge.colorado.edu/data/data-ambassadors/>).