ADS Checklist for Depositing

Planning

- ☐ Create a Data Management Plan (DMP)
- ☐ Establish the types of data and file formats to be produced
- ☐ Determine the amount of data to be deposited with ADS
- ☐ Ascertain archive costs for deposition
- ☐ Determine what metadata is required

Data Collection

- ☐ Put multiple, regularly backed-up secure backup systems in place
- ☐ Ensure consistency amongst all project members (DMP)
- ☐ Collect data
- ☐ Store data properly
- ☐ Complete metadata fully, including any licences/copyright required

Post Analysis

- ☐ Select appraisal and selection strategy
- ☐ Tidy data – check:
  - ☐ Metadata,
  - ☐ File formats,
  - ☐ File structure,
  - ☐ File names
- ☐ Prepare any accompany documentation
- ☐ Sign deposit licence
- ☐ Transfer dataset to ADS