

Questions for Researchers: Completed project data  
*(To be completed prior to meeting with Dal Libraries.)*



**DALHOUSIE  
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1. What kind of research do you do? (General research questions, approaches, methodologies etc.)  
*This question will help inform which librarians may need to be consulted to gain a background understanding of the subject and may even be beneficial to have the consulted librarian(s) present during the data interview.*
  
2. Are you the principal investigator?  
*If you are not the PI, the PI may need to be involved in getting permission for sharing the data, and/or ensure they are aware of the plan.*
  
3. What kind of data do you collect/create? (e.g. qualitative, quantitative, models, code, etc.)
  
4. What formats are involved? (e.g. transcripts, numeric data)  
*If the formats are proprietary, is that format is necessary or can it be turned into non-proprietary formats to ensure sharing and longevity.*
  
5. How much data do you have? (in MB/GB/TB)  
*Service fees may apply for storing data sets greater than 0.5TB.*
  
6. Do you have any existing documentation files (readme.txt, lab notebooks) that provide a description of the data, file naming conventions, and methodology of how the data was collected?
  
7. Do you have an existing metadata files with a key or reference to each data field?
  
8. Is the data archiving and/or sharing mandated by a grant or journal submission?

9. If data archiving and/or sharing is grant-mandated, what type of grant do you have?
- Are you part of a research network?
- Are there existing constraints or requirements placed on your data archiving and/or sharing? (Grants, journal data policies, research networks, etc.)?
10. May the data be shared? If so, with whom (fellow researchers, policy makers, public, etc.)? Are there specific restrictions on the data (legal, ethical, intellectual property)?
11. Where is the data currently stored? (e.g. hard drive, departmental server)
12. Did you collect the primary data, or was the data obtained from another source? (e.g. a government department) Or are there ownership restrictions based on funding requirements or publication requirements?
- When there are multiple owners for a data set it makes it more difficult to share and another institution may already be handling the preservation and sharing of the data.*