

LSHTM Data Compass is a curated repository for reusable research outputs produced by LSHTM researchers and their collaborators. This handout describes the key decisions and actions necessary when preparing data for submission.

## 1. Select digital resources to share

LSHTM Data Compass accepts many types of research output, including anonymised data, software code, scripts, research instruments, and other resources. However, not all will be suitable. Consider the following when selecting the digital resources that you will share:

- What resources are needed to reproduce your research findings?
- What resources do your funder or publisher require you to make available?
- What information have research participants and study collaborators allowed you to share?

## 2. Prepare your research data and other resources

To ensure your data will be suitable for sharing, perform the following tasks prior to upload:

- Remove any personal, sensitive, or confidential information contained in the data
- Organise content and assign descriptive labels to variables and filenames
- Export data to an open file format that is likely to be accessible to an end user, e.g. CSV, RTF.

## 3. Finalise documentation

Data and software must be accompanied by documentation sufficient to understand its content and context in which was created. Information to be provided include:

- The participant information sheets & blank informed consent form
- Interview questionnaire or other data collection instruments
- Codebooks or data dictionaries necessary to understand content, e.g. each variable.

## 4. Decide how data will be accessed and used

Conditions may be set on how research data can be accessed and used by other researchers. Consider these in advance to ensure appropriate measures can be applied:

- Who is allowed access to the research data? Should it be open or request access?
- What licence matches the permitted uses for the data? A Creative Commons licence may be appropriate if you just wish researchers to cite your data, whereas a data transfer agreement may be necessary if specific restrictions are necessary.

## 5. Create a Data Collection record in LSHTM Data Compass

A 'Data Collection record' represents a single citable resource in LSHTM Data Compass. Consult the RDM guidance on the intranet for details:

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## Book an appointment

To discuss your data sharing plans, contact the LSHTM Research Data Management Service at [researchdatamanagement@lshtm.ac.uk](mailto:researchdatamanagement@lshtm.ac.uk).