**Title**

What is the primary title for the dataset? The title should clearly describe the resource made available. It should differ from the title of any accompanying paper, to avoid confusion.

**Alternative title**

Does the data have an alternative name used to identify it? e.g. in a non-english language.

**Description**

Write a short description of the data contents, e.g. a set of interview transcripts that cover topic X, Y, Z.  
Visit <https://doi.org/10.17037/DATA.4> for an example.

**Data collection methods**

Briefly describe how data was obtained.

**Data analysis and preparation**

Briefly describe any research methods that were used to process the data and prepare it for analysis and sharing. Leave blank if not relevant.

**Geographic regions**

If data was captured in one or more locations, list them here.

**Key dates**

List relevant dates in the data lifecycle. E.g. start and end date of data capture, the date when the final version of the data was produced.

**Quality controls**

Briefly describe any quality check performed on the data and/or within the project as a whole.

**Population**

The type of participants contained within the data, e.g. human population with a specific condition, living in a specific region.

**Privacy**

Describe the steps that you have taken to protect the confidentiality of personal and/or sensitive information.

**Ethics**

State the organisation(s) from which ethics approval was obtained and the ethics ID.

|  |  |  |
| --- | --- | --- |
| **Organisation** | **Ethics ID** | **Other information** |
|  |  |  |

**Keywords**

List 3 or more phrases that describe the research topic, e.g. Malaria, Pregnancy, Intermittent Preventive Treatment.

**Language of written material**

State the languages used within files.

**Project information**

List the project name and funding sources. If the project funding is complicated (e.g. a multi-funder grant is funded under a joint award scheme, each person is funded by a different organisation, etc.), explain it in the Additional Information field.

|  |  |  |
| --- | --- | --- |
| **Project name** | **Funder/sponsor** | **Grant number** |
|  |  |  |
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**Additional information**

Any other information that an end user would find useful to understand the project or data.

**Creators**

The names of LSHTM & non-LSHTM staff/students **to be included in the citation**.  
Role titles should be selected from the following list where possible. Other roles may be added as required. [1] Contact Person, [2] Data Collector, [3] Data Manager, [4] Distributor, [5] Editor, [6] Producer, [7] Project Leader, [8] Project Member, [9] Registration Agency, [10] Registration Authority, [11] Related Person, [12] Researcher, [13] Research Group, [14] Rights Holder, [15] Sponsor, [16] Supervisor, [17] Work Package Leader, [18] Data Creator

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Forename** | **Surname** | **Faculty / Dept** | **Institution** | **Role** |
|  |  |  |  | Data Creator |
|  |  |  |  | Data Creator |
|  |  |  |  |  |

**Associated roles**

The name of LSHTM and non-LSHTM people who had an indirect role in the data creation. These names will not be included in the citation, but will be listed on the page.

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| --- | --- | --- | --- | --- |
| **Forename** | **Surname** | **Faculty / Dept** | **Institution** | **Role** |
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**File description**

Write a brief description of each file to be made available.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Filename** | **Description** | **Access status** | **Licence** | **Embargo period** |
| E.g. interview-transcript.txt | Briefly describe the content, e.g. topics covered, variables contained, etc. | One of 3 levels may be set:  Open to all  Accessible to LSHTM users/request access for others  Request access for all | What licence should be used, e.g. Creative Commons Attribution (CC-BY) for open data, Data Sharing Agreement for request access | If an embargo period is needed, when can this file be made available? State YYYY-MM-DD |
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