

# DataCommons@PSU: Data Questionnaire

<http://www.datacommons.psu.edu>

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This questionnaire is designed to assist in the creation of metadata for your data set. It should capture the basics of “Who, What, When, Where, How” for the data.

- 1. Primary Contact**--Please provide contact information for the primary data contact if possible. This would be the person who knows the most about the data.
- 2. Title of Data Set**--Please list your preferred title for your data set.
- 3. Date of final version of data set**--Please list the date of the final version of the data set. For example, if the last update to the data was in 2012, you would list 2012. For a data set that spans multiple years, you can list this as a range of dates, for example 2002-2012. If this is data that is updated, you can list the month and year of the latest update.
- 4. Abstract of purpose and method**--Please describe the data as well as the purpose of the data. You can use the description or abstract from your project or research proposal for this.
- 5. Researcher(s)**--Please list the researchers on the project. You can include researcher role, Principal Investigator, Co Principal Investigator, Senior Personnel if you would like. Please also include your preferred top level affiliation. For example, if you are with a center such as the Center for Informatics, or an institute, college or department, you can list that as your top level affiliation. You may also include your collaborators at other institutions.
- 6. Data Access**--If your data will be downloadable via FTP, just include the words FTP in this section. If you have other needs such as data that can be geoenabled (visualized in a GIS), please let us know.
- 7. Additional Information**—Additional information about your data--A website you want us to link to?
- 8. Keywords**—Please provide us with a list of keywords for your dataset. These will help users find your data more easily.
- 9. References**—Include the titles and journal information for any publications related to this data that you would like us to list.
- 10. DOI**—If you would like a DOI for your data or if you have a DOI for a publication and would like this included in the metadata, please let us know.
- 11. Supplementary Materials**—Do you have any additional material you would like to include with this data? For example, a final report , presentation, or data dictionary.
- 12. Additional Points of Access**—Are there any existing or required access points for your data such as a specialized data repository for your field?