# BORIS Portal: Checklist for uploading research data

**This checklist is intended to clarify in advance the most important points when uploading research data. This will help to avoid inquiries and requests for revisions from the BORIS editorial team.**

Access to BORIS Portal: <https://boris-portal.unibe.ch> (Login with EduID)

Guidelines and Terms of Use <https://boris-portal.unibe.ch/static/ServicePolicies.pdf>

Questions? Visit our [website](https://www.ub.unibe.ch/service/open_science/forschungsdatenmanagement/index_ger.html) or write a message to openscience@unibe.ch

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|  | **Checkpoint** | **Tips** |
|[ ]  The research data do not contain any personal, confidential or secret information. Personal data are anonymized or pseudonymized. The dataset does not contain any keys or codes that allow re-identification of study participants. | Anonymized/pseudonymized: all personal information or information that can be related to persons is deleted from the data set |
|[ ]  No file of the dataset is larger than 2 GB.  | A data set can contain several files of 2 GB each.To upload files larger than 2 GB, please contact the Open Science Team at openscience@unibe.ch |
|[ ]  All files are in open file formats as far as possible (e.g. csv instead of xlsx, txt or PDF/A instead of docx).  | For advice on open file formats, visit this [ETH Library webpage](https://documentation.library.ethz.ch/display/RC/File%2Bformats%2Bfor%2Barchiving%2Bresearch%2Bdata) |
| [ ]  | The files have meaningful names | Hints for [meaningful naming of file names](https://www.ub.unibe.ch/service/open_science/forschungsdatenmanagement/fdm_vt/dokumentation_und_metadaten/index_ger.html#pane1085894) |
|[ ]  Supplementary information on the data set in the form of readme files, code books, etc. is available | Upload in the "Upload" submission step, "Supplementary Upload" column[Readme form](https://www.ub.unibe.ch/unibe/portal/unibiblio/content/e6304/e583799/e573822/e1085861/e1085890/e1085891/pane1085902/e1198324/Readme_Template_DE_v2_20220511_ger.txt) to download and customize |
| ☐ | For table data, variables / column titles and abbreviations are explained |  |
|[ ]  The contact person is permanently employed at the University of Bern (yourself or another person) | Strongly recommended for data placed under "restricted access" or "closed access". |
|[ ]  You have decided on an access level for the data (open / embargo / restricted / closed) and agreed on this with the co-authors, if applicable. | Open = after release of the dataset by the BORIS editorial team, accessible worldwide under the license you have selected.Embargo = The data set will be released on the date you select. A Data Transfer and Use Agreement (DTA)\* is recommended. Restricted = The dataset is accessible only upon request to the contact person you specify. A Data Transfer and Use Agreement (DTA)\* is recommended.Closed = The dataset is not uploaded to BORIS, but is given proof of by metadata. Access can be requested, In this case a Data Transfer and use Agreement (DTA)\* is recommended.Note for clinical studies: Research data must be anonymized and should be placed under "restricted access". A Data Transfer and Use Agreement (DTA)\* is strongly recommended.\* You can find [here](https://boris-portal.unibe.ch/static/Data_Transfer_Use_Agreement_Template.pdf) a template for Data Transfer and Use Agreements that can be individually adapted. |
|[ ]  You have decided on a license or licenses under which your data is to be published. The licensing has been agreed with any co-authors.  | If possible, open licenses such as [CC0](https://creativecommons.org/publicdomain/zero/1.0/deed.en), [CC BY](https://creativecommons.org/licenses/by/4.0/), [CC BY-SA](https://creativecommons.org/licenses/by-sa/4.0/) are recommended. Research group leaders can [decide themselves](https://www.ub.unibe.ch/unibe/portal/unibiblio/content/e6304/e583799/e573822/e1085861/e1085906/e1085907/pane1087517/e1087519/Information_FOSS-Lizenzen_ger.pdf) about the allocation of open software licenses. |
|[ ]  Information about any other datasets, publications, software, etc. related to the research dataset is at hand | Input in the "Relations" submission step |
|[ ]  [optional] In the submission step “describe”, are the keywords correctly separated from each other? | Please add each new keyword by clicking the (+) symbol. Correct input of keywords facilitates the findability and comprehensibility of the data.  |