



EMN Data Hub Project Closeout Procedure

At or near the end of an EMN project, the principal investigator (PI) will review the inventory of datasets and data files/resources within the project to determine what data should be made public immediately, what will be made public after an embargo period, and what data should be permanently removed.

According to the project's agreement(s) (this includes any consortium NDA, project-specific consortium CRADA, or other agreement mechanism for unique circumstances where the standard consortium templates were not utilized) a PI may request to make datasets public, by sending the request to emnadmin@nrel.gov. A Digital Object Identifier (DOI) may also be requested for a dataset at that time. A DOI is a unique alphanumeric, "persistent" identifier assigned to a dataset, particularly one presented in an on-line environment. A DOI will support discovery and provide a citation for publication and public use. The dataset does not have to be previously published in order to request or obtain a DOI.

A complete project closeout will result in only public datasets within a project. The PI should refer to the data requirements in the EMN project-specific agreement(s) (typically a CRADA and NDA) and review the datasets within the project. For each dataset, determine whether the data was received as properly marked proprietary information, created and designated as protected CRADA information, or received/created without restriction. Datasets that were used for internal collaboration only or otherwise deemed as not useful for/releasable to the community/public upon project completion should be removed (deleted) from the Data Hub or embargoed until releasable, in accordance with the relevant agreement(s).

Example criteria for public-ready datasets:

- The data within a dataset should be sufficiently complete, i.e., include all files required for an independent analyst to reproduce and verify the work.
- The data shouldn't contain any proprietary information, protected CRADA information, or any information that otherwise requires protection.
- The data, including the description, should not contain PII, sensitive data or unintended contact information, etc.
- While most data formats may be uploaded to the Data Hub, the data should be reusable and structured in a manner that supports the conclusions reached in the project.
- All relevant metadata fields should be filled in.
- Where relevant metadata is missing from the provided lists, "Tags" should be entered at the dataset for additional, searchable metadata.

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Please review the [Data Release Procedure](#) to understand the process that follows after requesting a dataset be made public.

Contact us:

- If a PI will not maintain his/her role as PI for the duration of the EMN project, the PI should inform emnadmin@nrel.gov of his/her replacement.
- Email emnadmin@nrel.gov to request assistance with the project closeout.
- Contact Megan Ballweber (303-275-4296) or Rebekah Durand (303-384-7578) with any questions regarding your project's data requirements per the relevant agreement(s).

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