*(A markdown version of this template is available below)*

Long Term Storage Data Description

< Nom Projet de recherche > – Description des données

(les (\*) dénotent un champ obligatoire)

General information :

* Title of the research project(\*) :
* Funding agency(ies) (UNIL, SNSF, EU, etc.):
* Dates covered by the project (period) (\*) :
* General description of the data set (5-10 lines max) (\*) :
* Name, role and contact details of the PI (OrcID if available) (\*):
* Name of the editor of this Readme (if different from the PI) (\*):
* Date of writing of this Template (\*):

Your data and their links

* Type of data (observational, experimental, audio, video, geospatial, qualitative, etc.):
* Contains personal data (yes/no) (\*):
* Among the personal data, contains sensitive data (yes/no) (\*):
* Are sensitive data encrypted (yes/no) (\*):
* Licenses to use and legal restrictions applied to the data (restrictions from data providers or the data controller (PI, to be specified)(\*):
* Were these data used for a publication (yes/no)? And if so, which ones? (\*)
* Estimated storage period (to be justified if > 10 years)(\*) :

Organization

* Organizational structure of folders and sub-folders (\*):
* File naming system (\*):
* Relationships and dependencies between files:
* Brief description of the contents of the main files:

Data collection

* Methods used for data collection (\*):
* Date (or interval) of sampling:

Code books

* Definition of codes, symbols and abbreviations used in the files (\*):
* List of variables with full name and definition (\*):
* Definition of column headers and row labels for tabular data (if not explicit) :

Processing, versioning and quality assurance

* Software used for data collection and processing (including version numbers) (\*):
* File formats used and software recommended for playback (\*):
* Quality control procedure applied:

(Markdown version of the template)

# Long Term Storage

## < Research Project Name > - Data Description

(the (\*) denote a required field)

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