

# Checklist for reviewing

## Check the uploaded item

- ✓ Check if the item appears to contain human data. Consider contacting the submitter if you have any doubts regarding this.
- ✓ Does the item include a README file
- ✓ Does the README file include a DOI to the item
- ✓ Does the item include a manifest file

## Check the items metadata

- ✓ Check that the **title** is meaningful and doesn't contain underscores or file extensions.
- ✓ Check that the **author** has their ORCID connected to their account.
- ✓ Choose the correct **group** for the item (the main group Science For Life Laboratory or one of its subgroups). Consult with the submitter if you have doubts about the appropriate group belonging. If the item belongs to a group project, the item should have the same group belonging as the project.
- ✓ Check if the uploaded item is labeled with the correct **item type**. When item type is presentation, poster or a preprint, take extra notice in making sure the submitter has permission to upload all that is included in the item, for example figures.
- ✓ Check if the **keywords** appear to be spelled correctly. Consider contacting the submitter if you have doubts about the spelling.
- ✓ Check that the **description** is somewhat sufficient for reusability of the item.
- ✓ If the grants in in the **funding** field are not hyperlinked, check if they appear in the Dimension database by typing the grant number in manually and see if a dropdown menu appears. Note that pasting in grant information or typing in the grant name may not trigger an automatic search of the Dimensions database.
- ✓ Check that nothing more than the title of the connected article is stated in **resource title** and check that the **resource DOI** matches the title.
- ✓ Check that all **references** are valid URL's.
- ✓ If it is a metadata record only, check that the **licence** is Restricted Access.
- ✓ Check that the stated **publisher** is the home organisation of the submitter.

- ✓ If possible, check that the **access request email** address stated is a functioning email address.
- ✓ Check if the built-in request access functionality is being used. If so, the **access request email** field should not be filled out.