

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, as this is recommended.

✓ If only one **author** is listed, ask if the submitter wants to add additional authors.

✓ 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**.

✓ 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 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.

✓ 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.

✓ Check if the built-in request access functionality is being used. If so, the **access request email** field should not be filled out.