	Performance Levels		
Performance Criteria	**Detailed**	**Addressed but incomplete / unsatisfactory**	**Not addressed**
Data collection			
What type of data will be collected?	Datasets listed with type clearly defined for each. E.g. experimental measurements, models, recordings, video, images, etc.	Data types mentioned for some datasets but not all.	No details included.
How will the data be collected?	Methodology is given for each dataset, with clear reference to collection standards in the domain.	Methodology given for some but not all datasets or in very little detail. Some mention of collection standards but not included for all data.	No explanation of how data will be collected.
What formats will be used?	For each dataset, the file formats used for creating/collecting and storing data are clearly described; any conversions needed for long-term preservation are outlined. The rationale is explained (ideally referring to standards used in the domain) or complicating factors. The formats chosen are non-proprietary where possible.	Data formats used for creating/collecting and storing data are only partially described; and/or the rationale or complicating factors are only partially covered. Does not cover all datasets or requirements for long-term storage. Does not choose non-proprietary formats.	Does not describe data formats that will be used for creating/ collecting storing data and does not provide a rationale or discuss complicating factors.
What volume of data will be collected?	Clear estimate of size given for each dataset. If >20GB and going on CORD, please alert researchdata@cranfield.ac.uk.	Overall size given but not broken down by dataset. Size not given for all datasets. Dataset size is clearly unrealistic.	No indication of data volume is given.
Who is responsible for data collection?	Datasets listed with named individual/role for each. One central point of contact also provided, to offer oversight of individual datasets/work packages.	Individuals/role listed for some but not all datasets, or central data management contact not given.	No individuals named.
What quality control measures will be taken?	Clear statement outlining methods taken to ensure quality control e.g. sampling, metadata checking, review, and how they will be applied.	Some mention of quality control but not clear how it will be applied. Insufficient methods described.	No mention of quality control.
Data documentation and metadata			
What documentation and metadata will be supplied with the data?	Clear outline of documentation and metadata strategy with references to existing good practice in the community or detailed project-specific approach where community standards don't exist.	Some mention of documentation or metadata without detail about community standards or a project-specific approach, or not applied to all datasets.	No mention of documentation or metadata.
Who will create the documentation and metadata?	Datasets listed with named individual/role for each. One central point of contact also provided, to offer oversight of individual datasets/work packages.	Individuals/role listed for some but not all datasets, or central data management contact not given.	No individuals named.
Who will transfer metadata and data to the repository?	Named individual(s) or role listed with backup provided.	Single individual named.	No individuals named.
Ethics and intellectual property/licensing			
What existing datasets, if any, will be reused?	Clearly defined existing datasets with any copyright or other restrictions outlined that could prevent sharing of any new data derived from it.	Existing datasets listed but no indication of origin or any potential restrictions.	No indication of reusing datasets or not applicable.

What personal data is being collected, under what ethical guidelines?	Clear explanation of what personal data will be collected and how/what consent will be gained for its use, reuse, and sharing. Mentions how far the data will be anonymised and intended processes.	Mentions what data is being collected but lacking details around consent or anonymisation.	No indication of personal data used or not applicable.
Will other sensitive data be collected?	States whether commercial or other sensitive data is being used and requirements around its handling if so (re storage and access during the project and/or reuse and sharing after the project).	Mentions that sensitive data is to be used but without full details on the requirements it comes with on storage and access during the project and/or reuse and sharing after the project.	No indication of other sensitive data used or not applicable.
Data storage during the project			
Where will data be stored during the project?	Clear statement on where data will be stored, using satisfactory storage solution. Mentions how appropriate storage will be secured during fieldwork (if applicable).	General statement about data storage without acknowledging particular requirements, e.g. fieldwork. Storage solution provided but unsatisfactory (e.g. private drives rather than institutional).	No comment on where data will be stored during the project.
What security measures will be used for data storage?	Clear statement and protocol provided on access control to the data, whether encryption is to be used, and any other security measures.	Some mention of security (e.g. encryption or access restriction) but without full details or procedure.	No indication of how data security will be assured.
How will data be backed up during the project?	Backup procedure provided covering which data will be backed up how and on what timeframe (hourly, daily, etc).	Backup procedure provided without details e.g. lacking timeframes. Backup procedure unsatisfactory (e.g. only weekly).	No indication of how data will be backed up.
Data preservation			
Which data will be preserved?	Clear outline of the dataset/s that will need to be preserved after the project.	Mention that some data will need preserving but without clear outline of which dataset/s.	No mention of which data will need preserving.
Where will the data be preserved?	For each dataset to be preserved, the appropriate location is listed (e.g. submitted to CORD, a subject repository, or preserved on an appropriate off-network location).	Preservation location given for some but not all datasets that need preserving.	No mention of where data will be preserved.
When will the data be submitted for preservation?	Clear and realistic timeframes given for generation of each dataset, and submission to the chosen preservation location.	General timeframe given but not for each dataset. Timeframe vague and/or unrealistic and/or unacceptable (e.g. well after project end).	No indication of timeframe is given for any dataset.
Data sharing			
Who is the intended audience?	Outline of who may be interested in each dataset and for what purpose.	Mention that data may be of value to others but with no details of the audience or purpose.	No indication of intended reuse value.
Which data will be shared?	Clear outline of the dataset/s that can/will be shared after the project, or why no data can be shared.	States some data will be shared but without clear outline of which dataset/s. Mentions that some data can't be shared but without reasons.	No mention of which data will be shared or why data will be withheld.
How will the data be made accessible?	Confirmation of the access level each dataset will need: fully open or on request (and what terms must be met), and whether an embargo would be needed.	Confirmation that some restrictions are needed, but no details on what terms. An embargo required but the length not provided.	No indication of data access level is given for any dataset.