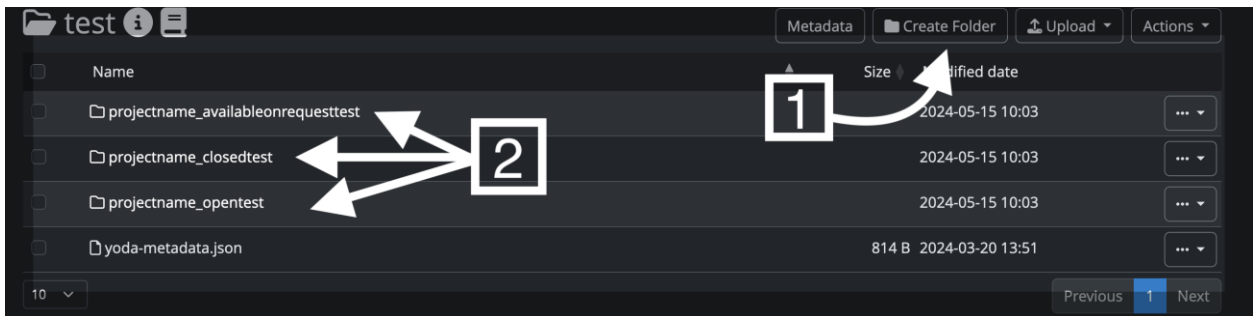


Step-by-step guide for creating a folder structure in Yoda for restricted and open data:

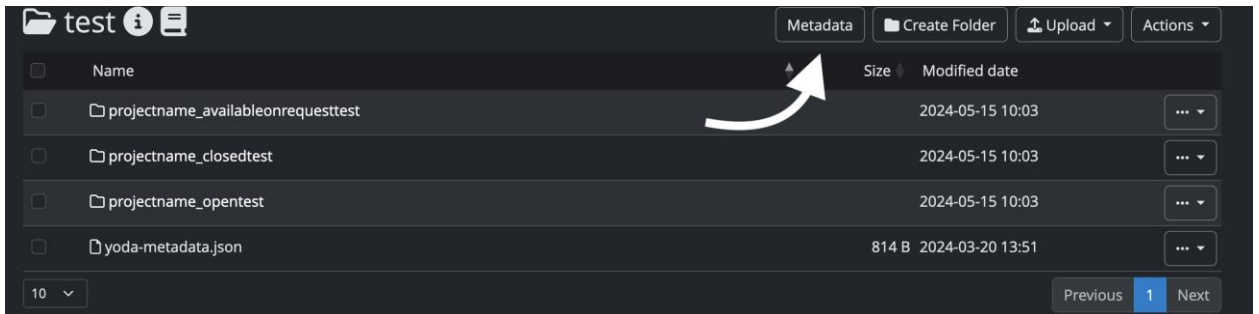
### 1. Create Yoda Folder Structure and Organize Data:

- Access your Yoda space and utilize the 'create folder' button to establish folders and subfolders.
- Begin by creating two main folders: one for sensitive/ personal data (available upon request) and another for openly shareable data.
- Ensure all raw, processed, and analyzed data, along with associated documentation and files, are organized within these two main folders.



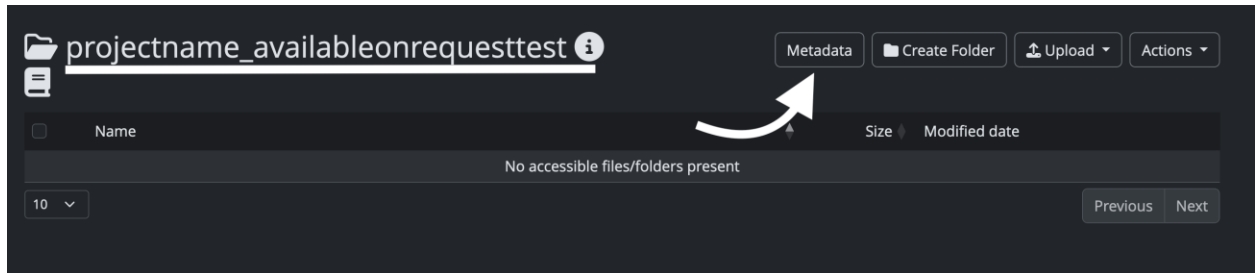
### 2. Metadata Creation at Project Level:

- Fill in metadata at the project level, filling in basic project information applicable to all folders.
- See the [Yoda manual](#) for further information on what is required in these metadata fields.



### 3. Metadata Creation at Folder Level:

- Inherit metadata from the project level for each folder
- Make necessary updates to the metadata fields to accurately represent the folder. This is particularly important in the related resources and data package access sections.
- Utilize metadata fields to link related data packages and specify if datasets are restricted or openly accessible (this can be done later).



#### 4. Add Licenses to Folders:

- Apply custom licenses to folders containing data available upon request, custom licenses can be requested from [research.data.fgb@vu.nl](mailto:research.data.fgb@vu.nl)
- Utilize Creative Commons licenses for openly available data, refer to the [Creative Commons website](#) for guidance.

#### 5. Create ReadMe file ([FGB template example](#))

- In your open data folder, you can include all documentation that does not contain personal data and gives external potential users insight into what data they can request and how to do so.
- A Readme file is created to give additional insight into the data. We have a template for creating a ReadMe file which is linked above. Similar information is required in the Yoda metadata files, although you can add any information which is useful to potential re-users here.

#### 6. Outline Data Request Process:

- In your ReadMe file or a separate file named “access\_request”, you should outline how data can be requested. Unfortunately, this is not currently a metadata field in Yoda but it can then be included in the readme file. This should include:
  - 2 contact details for a data request
  - To whom and what purpose. The data can be shared
  - An outline of what data can be reused
- Include a blank informed consent form in your open data folder

#### 7. Folder Structure:

- Customize folder contents based on project specifics, ensuring alignment with sensitivity levels and ease of navigation.
- If you are using abbreviations make sure to explain these in your ReadMe file.

By following these steps, you can effectively organize and archive your data through Yoda, ensuring appropriate access controls and documentation for both restricted and openly shareable datasets.

