

A.2 Project Approach

Team Members:

Scholars Portal	Member Institutions
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Sections:

- Section A:** [Documentation Overview](#)
- Section B:** [CTS Project SP DV Cohort](#)
- Section C:** [DRAFT CTS Certification Application](#)
- Section D:** [New and Updated Policy and Procedural Documentation](#)
- Section E:** [SP Dataverse Website](#)
- Section F:** Completion of CTS Certification Application

Column Headings:

- Section / Milestone** = SectionLetter.MilestoneNumber
- Milestone** = Major accomplishments for the project. Most milestones will involve the completion of multiple tasks.
- SP Task #** = SP.SectionLetter.MilestoneNumber.TaskLetter
- Scholars Portal Tasks** = Tasks to be completed by one or more members of the Scholars Portal Dataverse project team.
- MI Task #** = MI.SectionLetter.MilestoneNumber.TaskLetter
- Member Institution Tasks** = Tasks to be completed by staff from a Member Institution, with the assistance of Scholars Portal.

Section / Milestone	Milestone	SP Task #	Scholars Portal Tasks	MI Task #	Member Institutions Tasks
Section A: Documentation Overview					
A.1	Review CTS certification requirements.	SP.A.1.a	<div><input checked="" type="checkbox"/> Create a chart of all current CTS requirements.<div>COMPLETED</div></div>	MI.A.1.a	<div><ul style="list-style-type: none">Review the CoreTrustSeal website and Scholars Portal CTS project website.<div>DONE</div></div>

		SP.A.1. b	<input checked="" type="checkbox"/> Determine specific documentation needed for each requirement. COMPLETED <input checked="" type="checkbox"/> Review CTS guidance for info on the types of documents recommended. <input checked="" type="checkbox"/> Review iQSS guidance for recommendations. <input checked="" type="checkbox"/> Review previously successful applications for recommendations. <input checked="" type="checkbox"/> DataverseNO (2017-19) <input checked="" type="checkbox"/> DANS EASY (2017-19) <input checked="" type="checkbox"/> Tilburg University (2017-19) <input checked="" type="checkbox"/> Odum Institute (2020-22) <input checked="" type="checkbox"/> Finnish SS Data Archive (2020-22) <input checked="" type="checkbox"/> IRIS (2020-22)	MI.A.1.b	<ul style="list-style-type: none"> Determine if you'd like to submit a CTS application for certification. DONE
		SP.A.1. c	<input checked="" type="checkbox"/> Determine which requirements need to be completed by Scholars Portal vs. Member Institutions. COMPLETED	MI.A.1.c	<ul style="list-style-type: none"> Determine which digital repository or collection(s) you'd like to have certified. DONE
				MI.A.1.d	<ul style="list-style-type: none"> Optional: Apply to Portage's CTS certification pilot project by March 31st. Webinar being held on Feb 24th. DONE
A.2	For requirements wholly or partially owned by Scholars Portal...	SP.A.2. a	<input checked="" type="checkbox"/> Determine the current level of compliance for each requirement. COMPLETED		
		SP.A.2. b	<input checked="" type="checkbox"/> Compare existing documentation to required documentation. COMPLETED		
A.3	For requirements wholly or partially owned by Member Institutions.	SP.A.3. a	<input checked="" type="checkbox"/> Develop a documentation checklist (with guidance) for Member Institutions. COMPLETED		
		SP.A.3. B	<input checked="" type="checkbox"/> Find and provide example policies and procedures for each of the CTS requirements. COMPLETED		
A.4	Conduct a documentation inventory.	SP.A.4. a	<input checked="" type="checkbox"/> Create an inventory of all existing Dataverse-related documentation. COMPLETED	MI.A.4.a	<ul style="list-style-type: none"> Review documentation checklist to get a high-level idea of what documentation exists versus what documentation may be required.
		SP.A.4. b	<input checked="" type="checkbox"/> Compare documentation inventory to CTS certification requirements. COMPLETED	MI.A.4.b	<ul style="list-style-type: none"> Determine your current compliance level for each requirement (based on existing documentation).
		SP.A.4. c	<input checked="" type="checkbox"/> Create a checklist of all CTS required documentation with the current status of each document. COMPLETED	MI.A.4.c	<ul style="list-style-type: none"> Review the resulting list to determine which documentation is complete and which documentation is required.
Section B: CTS Project SP DV Cohort (within a Cohort)					

B.1	Cohort Creation	SP.B.1. a	<input checked="" type="checkbox"/> Invite member institutions from SP DV to join the cohort. COMPLETED	MI.B.1.a	<ul style="list-style-type: none"> Indicate your interest in being a member of the SP DV Cohort in May. DONE
		SP.B.1. b	<input checked="" type="checkbox"/> Create an email alias for internal cohort communication. COMPLETED <ul style="list-style-type: none"> Add/remove members as needed. 	MI.B.1.b	<ul style="list-style-type: none"> Indicate your interest in being a member of the Portage listserv. DONE
		SP.B.1. c	<input checked="" type="checkbox"/> Ask cohort members who would like to also be included on the listserv Portage is creating for the larger project. COMPLETED <input checked="" type="checkbox"/> Provide list of email addresses to Karine once complete.	MI.B.1.c	<ul style="list-style-type: none"> Accept Slack invitation if you want to join. Ignore email if you do not wish to join the Slack group. DONE
		SP.B.1. d	<input checked="" type="checkbox"/> Send invites to all cohort members for Portage's project Slack channel. COMPLETED		
B.2	Planning SP DV Cohort Activities & Events	SP.B.2. a	<input checked="" type="checkbox"/> Provide a survey for potential activity types and topics to gauge cohort interest. COMPLETED	MI.B.2.a	<ul style="list-style-type: none"> Respond to survey with feedback on the types of events you'd like to attend and what topics are most important to you. DONE
		SP.B.2. b	<input checked="" type="checkbox"/> Create a cohort activity / events calendar on Spotdocs project website. COMPLETED	MI.B.2.b	<ul style="list-style-type: none"> Review cohort activity calendar and book time in your calendar as needed. DONE
		SP.B.2. c	<input checked="" type="checkbox"/> Gauge interest of cohort to have a meeting in June, before Portage's introductory meeting. COMPLETED <ul style="list-style-type: none"> Results: Only a little interest. First meeting in July. 	MI.B.2.c	<ul style="list-style-type: none"> Provide feedback on interest in having a meeting in mid-June. DONE
		SP.B.2. d	<input checked="" type="checkbox"/> Send calendar invite for cohort monthly meetings for the third Tuesday of every month starting in July. COMPLETED		
		SP.B.2. e	<input checked="" type="checkbox"/> Develop a monthly meeting agenda/notes document template. COMPLETED		
B.3	SP DV Cohort Activities & Events (2021)	SP.B.3. a	<ul style="list-style-type: none"> July 20th - CTS Certification Refresher & Preservation Plan COMPLETED 		<ul style="list-style-type: none"> Attend SP DV CTS Cohort Meetings and Workshops throughout the Fall of 2021. DONE
		SP.B.3. b	<ul style="list-style-type: none"> September 21st - Data Curation COMPLETED 		
		SP.B.3. c	<ul style="list-style-type: none"> October 19th - Deposit Guidelines CANCELLED 		

		SP.B.3. d	<ul style="list-style-type: none"> November 16th - Collections Development COMPLETED 		
		SP.B.3. e	<ul style="list-style-type: none"> December 21st - Deaccessioning CANCELLED 		
		SP.B.3.f	<ul style="list-style-type: none"> January 25th - Deaccessioning COMPLETED 		
		SP.B.3. g	<ul style="list-style-type: none"> February 24th - Preservation Plan Overview at Monthly Borealis Community Meeting COMPLETED 		
Section C: DRAFT CTS Certification Application					
C.1	Start a DRAFT Scholars Portal application.	SP.C.1. a	<input checked="" type="checkbox"/> Create a DRAFT CTS application for Scholars Portal. COMPLETED		
		SP.C.1. b	<input type="checkbox"/> Add URLs and links to existing documentation where available. UNDERWAY		
		SP.C.1. c	<input type="checkbox"/> Add known compliance levels for each requirement. UNDERWAY		
		SP.C.1. d	<input checked="" type="checkbox"/> Divide each requirement between SP ownership and MI ownership. COMPLETED		
		SP.C.1. e	<input checked="" type="checkbox"/> Start adding text to requirement sections. COMPLETED		
C.2	Update the DRAFT SP application with guidance and suggestions.	SP.C.2. a	<input checked="" type="checkbox"/> Add instructions to the DRAFT application. COMPLETED		
		SP.C.2. b	<input checked="" type="checkbox"/> Add summarized guidance from CTS to the DRAFT application. COMPLETED		
		SP.C.2. c	<input checked="" type="checkbox"/> Add summarized guidance from IQSS to the DRAFT application. COMPLETED		
		SP.C.3. c	<input type="checkbox"/> Add suggested responses and documentation evidence to the DRAFT application from other successful applications. UNDERWAY		
C.3	Start a DRAFT CTS application for Member Institutions			MI.C.3.a	<ul style="list-style-type: none"> Review DRAFT CTS application from Scholars Portal.

				MI.C.3.b	<ul style="list-style-type: none"> Review guidance, suggested responses, and evidentiary documentation needed.
				MI.C.3.c	<ul style="list-style-type: none"> Start drafting requirement responses.
Section D: New and Updated Policy and Procedural Documentation					
D.1	Create NEW or UPDATE existing documentation.	SP.D.1.a	<input checked="" type="checkbox"/> Revise SP DV User Guide. COMPLETED <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Version 1 <input checked="" type="checkbox"/> Version 2 <input checked="" type="checkbox"/> French Translation <input type="checkbox"/> Community Review & Feedback <input checked="" type="checkbox"/> Final Version 	MI.D.1.a	<ul style="list-style-type: none"> Update existing documentation required for CTS application.
		SP.D.1.b	<input type="checkbox"/> Create a SP DV Administrator Guide. UNDERWAY <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Version 1 <input checked="" type="checkbox"/> Version 2 <input type="checkbox"/> French Translation <input type="checkbox"/> Community Review & Feedback <input type="checkbox"/> Final Version 	MI.D.1.b	<ul style="list-style-type: none"> Create new documentation required for CTS application.
		SP.D.1.c	<input checked="" type="checkbox"/> Update the SP DV Terms of Use. COMPLETED <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Version 1 <input checked="" type="checkbox"/> Version 2 <input checked="" type="checkbox"/> French Translation 	MI.D.1.c	<ul style="list-style-type: none"> Obtain feedback and/or approval from required sources within your institution.
		SP.D.1.d	<input type="checkbox"/> Update the SP DV FAQs. CANCELLED <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Version 1 <input type="checkbox"/> French Translation 	MI.D.1.d	<ul style="list-style-type: none"> Finalize all documents required for CTS application.
		SP.D.1.e	<input type="checkbox"/> Create a SP DV technology information sheet. COMPLETED <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Version 1 <input checked="" type="checkbox"/> Version 2 <input checked="" type="checkbox"/> French Translation <input checked="" type="checkbox"/> Final Version 	MI.D.1.e	<ul style="list-style-type: none"> Determine the best location to publicly post documentation on your institution's library website.
		SP.D.1.f	<input type="checkbox"/> Create a SP DV Preservation Plan. COMPLETED <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Version 1 <input checked="" type="checkbox"/> Version 2 <input checked="" type="checkbox"/> Feedback from the Preservation Expert Group (the Alliance) <input checked="" type="checkbox"/> French Translation 	MI.D.1.f	<ul style="list-style-type: none"> Update your library website to include all documentation created or updated.

		SP.D.1. g	<ul style="list-style-type: none"> • Create a SP DV Privacy Statement. COMPLETED <input checked="" type="checkbox"/> Version 1 <input checked="" type="checkbox"/> Version 2 <input checked="" type="checkbox"/> Feedback from the contact at the University of Toronto Privacy Office <input checked="" type="checkbox"/> French Translation 		
		SP.D.1. h	<ul style="list-style-type: none"> • Create an Application Template UNDERWAY <input checked="" type="checkbox"/> Version 1 <input type="checkbox"/> Version 2 <input type="checkbox"/> Feedback from community 		
D.2	Assist Member Institutions with Policy /Procedure Development	SP.D.2. a	<input checked="" type="checkbox"/> Add links to example documentation from other Canadian institutions on the project website. COMPLETED		
		SP.D.2. b	<input checked="" type="checkbox"/> Add links to example documentation from current CTS certified repositories (Dataverse and non-Dataverse repositories) on the project website. COMPLETED		
		SP.D.2. c	<input checked="" type="checkbox"/> Post Scholars Portal documentation development process/workflow on the project website. COMPLETED		
Section E: SP Dataverse Website					
E.1	Website Layout / Design	SP.E.1. a	<input checked="" type="checkbox"/> Review existing design and layout of SP DV documentation website. COMPLETED		
		SP.E.1. b	<input checked="" type="checkbox"/> Develop an overview of changes needed to the website. COMPLETED		
		SP.E.1. c	<input checked="" type="checkbox"/> Create layout of the new website design on Spotdocs. COMPLETED		
		SP.E.1. d	<input checked="" type="checkbox"/> Have changes reviewed and approved by appropriate individuals. COMPLETED		
E.2	Website Update	SP.E.2. a	<input checked="" type="checkbox"/> Determine who will complete website updates. COMPLETED		
		SP.E.2. b	<input checked="" type="checkbox"/> Develop new website / update existing website, as outlined in plan. COMPLETED		

		SP.E.2. c	<input checked="" type="checkbox"/> Update existing documentation and add new documentation. <div>COMPLETED</div>		
Section F: Completion of CTS Certification Application					
F.1	Complete CTS application online via portal.			MI.F.1.a	<ul style="list-style-type: none"> Sign-up for an account for the CTS application portal.
				MI.F.1.b	<ul style="list-style-type: none"> Copy and paste all requirement responses from application template into application portal.
				MI.F.1.c	<ul style="list-style-type: none"> Double-check that all URLs included in the application are functioning properly.
				MI.F.1.d	<ul style="list-style-type: none"> Submit CTS application for review.
				MI.F.1.e	<ul style="list-style-type: none"> Pay application fee (1000 euros) as per website instructions (or as per instruction from Portage).
				MI.F.1.f	<ul style="list-style-type: none"> Optional: Email confidential documents directly to CTS.
F.2	Respond to reviewer feedback - Round 1.	SP.F.2.a	<ul style="list-style-type: none"> Review the feedback from CTS reviewers. 	MI.F.2.a	<ul style="list-style-type: none"> Review the feedback from CTS reviewers.
		SP.F.2.b	<ul style="list-style-type: none"> Discuss feedback with member institution and determine which items require updates or a response from Scholars Portal. 	MI.F.2.b	<ul style="list-style-type: none"> Discuss feedback with Scholars Portal and determine which items require updates or a response from the member institution.
		SP.F.2.c	<ul style="list-style-type: none"> Update Scholar's Portal portion of CTS application to satisfy reviewer feedback. Write specific responses to review questions or comments, if needed. 	MI.F.2.c	<ul style="list-style-type: none"> Update the member institution's portion of CTS application to satisfy reviewer feedback. Write specific responses to review questions or comments, if needed.
				MI.F.2.d	<ul style="list-style-type: none"> Submit updated/revised application to CTS as per their instructions. Respond to questions or comments from reviewers via email or other method, if needed.
F.3	Respond to reviewer feedback - Round 2.	SP.F.3.a	<ul style="list-style-type: none"> Review the feedback from CTS reviewers. 	MI.F.3.a	<ul style="list-style-type: none"> Review the feedback from CTS reviewers.
		SP.F.3.b	<ul style="list-style-type: none"> Discuss feedback with member institution and determine which items require updates or a response from Scholars Portal. 	MI.F.3.b	<ul style="list-style-type: none"> Discuss feedback with Scholars Portal and determine which items require updates or a response from the member institution.
		SP.F.3.c	<ul style="list-style-type: none"> Update Scholar's Portal portion of CTS application to satisfy reviewer feedback. Write specific responses to review questions or comments, if needed. 	MI.F.3.c	<ul style="list-style-type: none"> Update the member institution's portion of CTS application to satisfy reviewer feedback. Write specific responses to review questions or comments, if needed.

				MI.F.3.d	<ul style="list-style-type: none">• Submit updated/revised application to CTS as per their instructions.• Respond to questions or comments from reviewers via email or other method, if needed.
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