

Rubric for Data Stewardship Award



General Eligibility

Criterion	Pass/Fail	Eligibility
The nominee is within ten (10) years of the award of their master's degree, Ph.D., or equivalent professional training	Yes/No	
Resume is included	Yes/No	
A minimum of two (2) supporting reference letters are included	Yes/No	
The candidate is a <u>data steward</u> *	Yes/No	
If any of the above is missing, the candidate is ineligible. If all the above are present, the candidate passes to review further.	Eligible?	Yes/No

* A data steward is defined as a person responsible for keeping the quality, integrity, and access arrangements of data and metadata in a manner that is consistent with applicable law, institutional policy, and individual permissions. Data stewardship implies professional and careful treatment of data throughout all stages of a research process. A data steward aims to guarantee that data is appropriately treated at all stages of the research cycle (i.e., design, collection, processing, analysis, preservation, data sharing, and reuse. (See: p. 21 <https://doi.org/10.5281/zenodo.4623713> and LCRDM glossary <https://lcrdm.nl/glossary/>))

Short Statement in Nomination Form

Criterion	Score	Maximum Score
The section on 'Award suitability' exist	Range from +1 to +10 **	10
The section on 'Engagement with the community' exists	Range from +1 to +10 **	10
The section on 'Educational Background' exists	Range from +1 to +10 **	10
The section on 'Professional Background' exists	Range from +1 to +10 **	10
The section on 'Field Advancement' exists	Range from +1 to +10 **	10
	Total Score	50

** Range from +1 to +10, where 1 = it exists, 5 = is appropriate, 10 = is highly relevant/impressive

Supporting Letters

Criterion	Score	Maximum Score
Supporting letters are from data users, data depositors, community leadership, previous and/or current supervisors, or similar	Range from +1 to +5 ***	5
Supporting letters attest to the nominee's contributions and qualifications	Range from +1 to +5 ***	5
	Total Score	10

*** Range from +1 to +5, where letters do not comply = 0, only 1 letter complies = 2.5, both letters comply = 5

Resume

Criterion	Score	Maximum Score
It is a maximum of two pages in length	'Yes' = +5	5
The section on professional preparation (education and qualifications) exists	Range from +1 to +10 **	10
The section on appointments (positions held) exists	Range from +1 to +10 **	10
The section on publications, data sets, and other research outputs exists	Range from +1 to +10 **	10
	Total Score	35

** Range from +1 to +10, where 1 = it exists, 5 = is appropriate, 10 = is highly relevant/impressive

Bonus

Criterion	Score	Maximum Score
The section on synergistic activities (broader impact of professional activities, committee work, mentorship, association activities, teaching, activities that result in a transfer of knowledge) exists	Range from +1 to +2.5 ****	2.5
Overall presentation of the application and resume	Range from +1 to +2.5 ****	2.5
	Total Score	5

**** Range from +1 to +2.5, where 0.5 = it exists, 1.5 = is appropriate, 2.5 = highly relevant/impressive

Overall

Section	Total Score
General Eligibility	Yes/No
Short Statement in Nomination Form	50
Supporting Letters	10
Resume	35
Bonus	5
Overall Total Score	100