Dear Framingham Dataset Submitter,

We have outlined the information needed to facilitate your Framingham dataset submission.

The expectation regarding the submitted data is that it would not need further cleaning (range checks, logic checks, etc.) or QC. Framingham will check for valid ids and do very rudimentary checks to the data; however, we will not clean the data further. We may send questions back to the submitter if needed.

**For each dataset,** provide the following documents and files:

|  |  |  |
| --- | --- | --- |
| item# | Item | Item Description |
| 1 | Basic dataset information (.docx) | Defines basic dataset characteristics |
| 2 | Dataset description (.docx) | Document required for dataset submission, may be used for website posting |
| 3 | Scientific protocol (.docx) | Document that describes method of data collection (methods) |
| 4 | Data dictionary spreadsheet (.xlsx) example | Provides information needed to create an FHS standard coding manual (variable names, definitions, coded values, units, etc.) |
| 5 | SAS dataset (.sas7bdat) | Dataset (include dataset and a proc contents .lst), excel ok but SAS preferred |
| 6 | Annotated data collection form | Data collection form, if one was used, with the variable names added. |

If you have questions contact Karen Mutalik at [kmutalik@bu.edu](mailto:kmutalik@bu.edu).

Examples of completed forms have been provided.

***FHS Data Management Team***