# ReadMe File Checklist

**Purpose**: To provide a high-level checklist to ensure key questions are clarified to allow others to better understand the project research and research evidence within a ReadMe file.

**Scope:** All students, faculty, or staff that conduct a research project

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Who will write the ReadMe files?** | |  | **What information will be required?** | |
| *Need a clear task assignment* | |  | *Know what should be included* | |
|  | Researcher |  |  | Specific format to use |
|  | Fellow researcher |  |  | All categories provided |
|  | Data manager |  |  | Data type requirements |
|  | Other: |  |  | Other: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **When will the researcher update and review?** | |  | **Where will ReadMe files be placed?** | |
| *Make a realistic plan* | |  | *Keep track of their locations* | |
|  | Write it once and leave |  |  | Each file |
|  | Update monthly |  |  | Each folder |
|  | Review by the researcher and others |  |  | Group folder |
|  | Other: |  |  | Other: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Why does the target audience need the ReadMe file?** | |  | **BONUS: How will the researcher make ReadMe files?** | |
| *Define the target audience* | |  | *Try a few approaches* | |
|  | Required by funder |  |  | Use a template |
|  | Future review by researcher (i.e., self) |  |  | Write individually |
|  | Explain the study again |  |  | Automated program |
|  | Other: |  |  | Other: |