# Research Data Management Checklist

**Purpose**: To provide a high-level checklist to ensure completion of critical components of the research data life cycle.

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

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| * + - 1. **Phase 1: plan and design**
 |  | **Phase 2: collect and create** |
| [ ]  | Write a data management plan (DMP) |  | [ ]  | Choose file naming convention |
| [ ]  | Define roles & responsibilities |  | [ ]  | Establish file directory structures |
| [ ]  | Onboard project members |  | [ ]  | Establish version control |
| [ ]  | Choose documentation standards |  | [ ]  | Develop ReadMe files |

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| **Phase 3: analyze and collaborate** |  | **Phase 4: store and manage** |
| [ ]  | Establish digital notebook |  | [ ]  | Determine data type and size |
| [ ]  | Use collaborative file sharing |  | [ ]  | Assess data storage retention |
| [ ]  | Establish backup process for data |  | [ ]  | Manage paper and physical samples |
| [ ]  | Clean data (validate and tidy) |  | [ ]  | Evaluate data security level |

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| **Phase 5: evaluate and archive** |  | **Phase 6: share and disseminate** |
| [ ]  | Establish data ownership |  | [ ]  | Obtain compliance approval for sensitive data |
| [ ]  | Evaluate data retention |  | [ ]  | Publish data in MU repository |
| [ ]  | Anonymize sensitive data |  | [ ]  | Publish data in other repository, if applicable |
| [ ]  | Curate and archive data |  | [ ]  | Share with collaborators |

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| **Phase 7: access and reuse** |
| [ ]  | Transfer access & knowledge |
| [ ]  | Evaluate data security level |