# 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 |