Caltech Library

Project Close-Out Checklist for Research Data

Make Decisions

Determine with the project PI/your collaborators:

- ☐ Who is allowed to reuse this data later?
- ☐ Who will store the master copy of the data and for how long?
- ☐ Will this data be shared publicly?
- ☐ Are there security or intellectual property restrictions on the data?
- ☐ Who keeps any physical research notebooks?

Prepare Files for Archiving

Prepare data:

- ☐ Convert data to more open/common file formats (e.g. .CSV or .TXT)

Record general project information in a README file:

- ☐ Project title
- ☐ Project description
- ☐ Dates
- ☐ Personnel
- ☐ Where files are stored
- ☐ File organization and naming conventions

Share Data

Identify information necessary to reproduce published results and upload to CaltechDATA [https://data.caltech.edu/]:

- ☐ Data
- ☐ Code
- ☐ Relevant documentation

Set Aside Key Files in a "FINAL" folder

Project documentation:

- ☐ README file of project information

Data snapshots:

- ☐ Raw data
- ☐ Key data analyses
- ☐ Final data

Code:

- ☐ Analysis code
- ☐ (Record software version, as appropriate)

Other research documents:

- ☐ Protocols
- ☐ Survey instruments

Research notes:

- ☐ Scan of research notebook
- ☐ Digital notes

Images:

- ☐ Flat files of figures (e.g. .JPG or .TIFF)
- ☐ Editable image files (e.g. Photoshop)

Publications:

- ☐ Published article in .PDF format
- ☐ Final version of the article in editable document format (e.g. .DOCX)
- ☐ Posters

Administrative documents:

- ☐ Grant proposals
- ☐ Grant report