

Data Management Checklist

General

- What is the project/aim of research?
- Who are the collaborators, funders, and principle investigators of the project?

Documentation and Organization

- What information will be needed for the data to be read and interpreted in the future?
- How will the data be labelled and organized? And how will you communicate that?

Storage and Backup

- How and where will data be stored and backed up (how often?) during research?
- What file formats of data will be produced? Do they enable sharing and long term access (open source)?

Access and Security

- Is there sensitive data and if so, how will you manage access and security?
- Is there data needs to be retained/destroyed for contractual, legal, regulatory purposes?

Selection and Preservation

- Where and how long will the data be stored (backups too)?
- Which data will be retained, shared, and/or preserved?

Sharing

- Who will you share the data with? How?

Questions to continue asking yourself:

- Is the metadata still available and understandable?
- Are the formats still usable?
- Is the software still available?
- Is the data still in the correct location?
- Are my backups working as I expect?