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Transparency in Qualitative Research – A Checklist

Purpose

- To assist researchers in developing transparency-related materials for a project
- To assist researchers in determining which materials are appropriate for internal documentation, and which would be useful or necessary to outsiders seeking to understand the project
- To serve as a project "table of contents"

How to use this checklist

Each row represents a recommended document for your project's transparency archive. Columns indicate what stage of the project each document belongs to and its recommended designation as internal or for sharing

- The indicators for internal documents versus documents for sharing are preselected with the recommended settings, but they are adjustable to suit the specific needs and goals of the project and the data.
- The notes column is left blank to allow for notes by the research team, including, but not limited to: progress on the document during the project, questions about the meaning or purpose of a document that can be discussed by the research team, or a link to the document

Stage / category	Document/item	Internal	Sharing	Notes
All/meta	Brief narrative of study	☐	☑	
All/meta	Methodological underpinning and study justification[1]	☐	☑	
All/meta	Final IRB application and amendments (including all forms and documents used in final data collection)	☐	☑	
All/meta	Preregistration/pre-analysis plan, if applicable	☐	☑	

All/meta	Documentation of significant of changes made to protocols throughout the project	☐	☑	
Data collection / Analysis	Data management plan[2]	☐	☑	
Data collection	Documentation of interviewer identities (affiliation, credentialing, training, demographic characteristics), relationship to interviewees, recording of potential biases	☐	☑	
Data collection	Pilot recruiting documents/scripts/selection criteria	☑	☐	
Data collection	Recordings, transcripts and/or memos of pilot interviews	☑	☐	
Data collection	Overview of methods, including: selection criteria for data collection, plus approach, sample size, any documentation of refusal/nonresponse	☐	☑	
Data collection	Field notes/memos[3]	☑	☐	
Data	Recordings of interviews (unless deleted per IRB requirements)	☑	☐	
Data	Original transcripts of recordings prior to de-identification	☑	☐	
Data	Transcript cleaning guidelines, including de-identification criteria[4]	☐	☑	
Data	Cleaned and de-identified transcripts	☐	☑	
Data	Demographic file of respondents[5]	☐	☑	
Analysis	Qualitative Data Analysis Software file[6]	☑	☐	

Analysis	Coding scheme with node descriptions	☐	☑	
Analysis	Coding and memoing guidelines/approach including number of coders	☐	☑	
Analysis	Analytic plan	☐	☑	
Analysis	Analytic memos[7]	☐	☑	
Analysis	Node reports (per analytic plan)[8]	☑	☐	
Analysis	Matrices	☑	☐	
Analysis / Writing	Bullet points/outline	☑	☐	
Writing	Paper drafts with comments and changes	☑	☐	
Writing	Final draft submitted to journal(s)	☑	☐	
Writing	Reviewer/editorial comments	☑	☐	
Writing	Response to reviewers and revised submission	☑	☐	
Writing	Final manuscript for publication and all published materials	☐	☑	

[1] Only necessary as a separate piece if it is not included in the IRB application
[2] See this Data Management Plan checklist for further guidance
[3] Included in public deposits if they are used as sources of data. Same rules of de-identification would apply
[4] Internal only if de-identification criteria are included elsewhere
[5] Including unique identifier and pseudonym, if not assessed as potentially identifying
[6] Possible to include for data sharing, but not crucial
[7] Included in public deposits if they are used as sources of data. Same rules of de-identification would apply
[8] Useful only when QDAS can't be shared