

Research Data Management Lifecycle Checklist

Project Title: _____

Planning: Plan ahead

Plan & Design

- ☐ Capture Key Project Information
- ☐ Review Relevant Policies for Data Management
- ☐ Write or Review a DMSP
- ☐ Budget for Data Management and Sharing
- ☐ Define Roles and Responsibilities
- ☐ Establish Data Organization
- ☐ Keep Up to Date with Data Management Resources and Policies

Active Research: Document

Collect & Create

- ☐ List Data Types, Formats, and Size
- ☐ Outline Data Collection Methods
- ☐ Utilize Metadata Standards
- ☐ Create Data Documentation

Analyze & Collaborate

- ☐ Facilitate Data Analysis
- ☐ Maintain Code Documentation
- ☐ Document Data Analysis Protocols
- ☐ Document Image Management and Processing

Operational Storage: Think short and long term

Store & Manage

- ☐ Secure Active Data
- ☐ Determine Appropriate Data Storage Locations
- ☐ Create a Data Backup Plan
- ☐ Resolve Access Permissions

Evaluate & Archive

- ☐ Assess Data Retention
- ☐ Appraise Data for Archiving
- ☐ Appropriately Dispose Data

Dissemination: Share confidently

Share & Disseminate

- ☐ Determine Data Ownership and IP
- ☐ Review or Create Data Use Agreement(s)
- ☐ Fulfill Data Sharing Requirement(s)
- ☐ Apply Open Science Practices

Publish & Reuse

- ☐ Connect Scholarly Products
- ☐ Select Appropriate Data Repository(ies)
- ☐ Confirm FAIR Data Principles

Checklist Completed by:

Name: [First-Last]

Date: [YYYY-MM-DD]

Checklist Reviewed by:

Name: [First-Last]

Date: [YYYY-MM-DD]