

## Transparency Checklist: Details and Mapping to Existing Standards

<b>Research Stage</b>	<b><a href="#">Transparency Checklist</a></b>	<b>Rationale</b>	<b>Explanation</b>	<b><a href="#">COREQ</a></b>	<b><a href="#">SRQR</a></b>	<b><a href="#">ODR DMP Checklist</a></b>	<b><a href="#">COS Qualitative Preregistration</a></b>
<b>General metadata</b>	Brief narrative of study	Metadata	The narrative of the study should briefly explained in a short paragraph describing the research questions, design and timeframe.		S1 Title S2 Abstract		Registration Metadata: 1. Title 2. Description
	Methodological underpinning and study justification	Production transparency	Details about the motivation and theory of the study should be recorded, if not included elsewhere.	9. Methodological orientation and theory	S3 Problem formulation S4 Purpose or research question S5 Qualitative approach and research paradigm S7 Context		Study information: 1. Research Aims 2. Research question(s)
	Final IRB application and amendments	Metadata	Approved internal review board application and any subsequent changes.		S9 Ethical issues pertaining to human subjects		Registration Metadata: 3. Contributors 4. Affiliated Institution 5. License 6. Subjects 7. Tags Study Information 3. Anticipated Duration

	Preregistration/ preanalysis plan, if applicable	Analytic transparency	If the study was preregistered, the registered preanalysis plan provides an explication of the hypothesis or research questions, the sample and instruments, and the methods that will be used to analyze the data.				[all items fit here]
	Documentation of significant changes made to protocols throughout the project	Analytic transparency	For changes not captured in IRB amendments or the data management or analytic plans, a summary document may be useful.				See under "Transparent changes" here <a href="https://www.cos.io/initiatives/prereg">https://www.cos.io/initiatives/prereg</a>
<b>Data collection &amp; study design</b>	Data management plan	Production transparency  Data access	The data management plan provides a detailed description of how data will be stored and protected; see other sources, such as column G in this table, for further guidance.		S13 Data processing	<p>In what media/formats will you collect and use data sources/data?</p> <p>What volume of data sources/data will you collect?</p> <p>How will you organize your data sources/data?</p> <p>How will you process and transform your data sources/data?</p> <p>How will you guarantee the security and integrity of the</p>	Data Collection:  6. Data source(s) and data type(s);

						<p>data sources/data?</p> <p>What documentation will you generate?</p> <p>How will you store and backup data sources/data during project execution?</p> <p>How will you store and preserve data sources/data after project completion?</p> <p>What are your plans, if any, for sharing your data?</p>	
Documentation of interviewer/moderator identities (affiliation, credentialing, training, demographic characteristics), relationship to interviewees/participants	Analytic transparency	This information should include affiliation, credentialing and description of training.	<ol style="list-style-type: none"> <li>1. Interviewer/facilitator</li> <li>2. Credentials</li> <li>3. Occupation</li> <li>4. Gender</li> <li>5. Experience and training</li> <li>6. Relationship established</li> <li>7. Participant knowledge of the interviewer</li> </ol>	S6 Researcher characteristics and reflexivity	What personnel will work on the project?		

			8. Interviewer characteristics			
Positionality, recording of potential biases	Analytic transparency	This can take the form of a subjectivity/positionality statement written by each interviewer, which describes the interviewers' demographic characteristics and relationship to interviewees, and explicates how identities may inform potential biases.		S6 Researcher characteristics and reflexivity		13. Reflection on your positionality
Pilot recruiting documents/scripts/selection criteria	Production transparency	This should include protocols, documents, scripts and selection criteria for pilot data collection. Changes to protocols and materials that result from pilot testing should be noted in the documentation of significant changes to protocols made throughout the project.				
Instruments and forms used in data collection (screeners, introductory scripts, interview/discussion guide, demographic data collection forms)	Production transparency	This should include protocols, documents, scripts and selection criteria for data collection. Changes to protocols and materials that result from pilot testing should be noted in the documentation of significant changes to protocols made throughout the project.	17. Interview guide	S11 Data collection instruments and technologies		Data Collection: 8. Data collection tools, instruments or plans

Recordings, transcripts and/or memos of pilot interviews/discussions	Data access	Recordings, transcripts and memos collected and made from pilot data should be retained and stored appropriately, according to the data management plan.				
Overview of methods, including: selection criteria for data collection, plus approach, sample size, any documentation of refusal/nonresponse, credibility strategies, recruitment and data collection setting	Production transparency Analytic transparency	This overview should consist of a description of the data collection approach and mode, selection criteria, sample size and composition (desired and final), recruitment protocols, and description of procedures and results of refusal/nonresponse. Deviations from the original sampling plan or recruitment protocols should be noted in the documentation of significant changes to protocols made throughout the project.	10. Sampling 11. Method of approach 12. Sample size 13. Nonparticipation 14. Setting of data collection 15. Presence of nonparticipants 16. Description of sample 18. Repeat interviews 21. Duration 22. Data saturation 28. Participant checking	S8 Sampling strategy S10 Data collection methods S11 Data collection instruments and technologies S12 Units of study S15 Techniques to enhance trustworthiness	What practices and procedures will you use to collect data sources/data?	5. Sampling and case selection strategy 7. Data collection methods 9. Stopping criteria 12. Credibility strategies
Field notes/memos	Data access	Any notes or memos made by interviewers or other members of the study team pertinent to the data collection process should be retained. If the data is made publicly available, these materials can be included as well, subject to the same identification protocols.	20. Field notes			

<b>Data</b>	Recordings of interviews/discussions (unless deleted per IRB requirements)	Data access	Suitable for internal documentation only, these are your original data and may be kept (as long as this is allowed by your IRB) to serve as a check on data accuracy throughout your analytic and writing processes. Your data management plan should articulate how these will be safely stored and when they will be destroyed.	19. Audio/visual recording			
	Original transcripts of recordings prior to deidentification	Data access	Similar to your audio recordings, these documents contain confidential information and are therefore not suitable for sharing, but may be stored internally in order to be available for checking. Decisions about how to deidentify data may need to be revisited throughout analysis and writing, therefore maintaining original transcripts is crucial. Your data management plan should articulate how these will be safely stored.	23. Transcripts returned			
	Transcript cleaning guidelines, including deidentification criteria	Production transparency	Decisions about how transcriptions were “cleaned” or corrected are crucial to understanding the presentation of that data in a published work. Indications of how a respondent’s or interviewer’s speech is (or is not) clarified and redacted enables the reader to know more about what the researchers are presenting as				

		evidence. Similarly, an accounting of what information was deemed to be identifying and how these rules were applied also aids in understanding the analysis.				
Cleaned and deidentified transcripts	Data access	Taken together with the cleaning and editing guidelines, this comprises a key element of a transparent and publicly accessible dataset (although other data products such as node reports may be used also or instead to achieve some data accessibility).				
Demographic file of interviewees/participants	Data access	This file should contain demographic data collected from respondents, identified by a pseudonym or identifier, allowing for further analysis of accessible data, as well as verification of claims related to demographic characteristics (and the sample description) in the original analysis. However, if this data is judged to be identifying even with the described protections, it should be a part of the internal archive only.				

<b>Data Analysis</b>	Qualitative Data Analysis Software file	Analytic transparency	Recent developments in repository technologies have enabled the sharing of QDAS files, even across software platforms. Sharing such a file would allow other researchers access to the cleaned and deidentified data, demographic file, node structure, actual coding, queries and any other analytic tools used in the file for the target analysis.	27. Software			
	Coding scheme with node descriptions	Analytic transparency	List all of the nodes, with descriptions and criteria, coded for the analysis.	25. Description of the coding tree			
	Coding and memoing guidelines/approach, including number of coders	Analytic transparency	Any descriptions of the approaches and guidance for coding used in the analysis should be recorded, with reference to methodological texts and theories if appropriate. An enumeration of number of coders and procedures for achieving intercoder reliability is also important if the team includes multiple coders.	24. Number of data coders			



Analytic plan	Analytic transparency	The analytic plan is a full description of the approach used to answer the research questions with the data, including but not limited to descriptions of the analytic team, the unit of analysis and sampling, data file retrieval, theme development and examination, tools such as memos and matrices, and any information on coding and analytic theory/approaches, processes and guidelines not explained elsewhere. If relevant, the plan would include which nodes, attributes and other pieces of information in the QDAS were queried, in which combinations, for which segments of the analysis. Changes made to the analytic plan can be documented in each relevant section.	9. Methodological orientation and theory 26. Derivation of themes	S3 Problem formulation S4 Purpose or research question S5 Qualitative approach and research paradigm S14 Data analysis		Study information: 1. Research Aims 2. Research question(s) 10. Data analysis approach 11. Data analysis process Design Plan: 4. Study design
Analytic memos	Analytic transparency	This should include any memos produced (in a standardized format or freeform) used to facilitate analysis.				
Node reports (per analytic plan)	Analytic transparency	If the analytic plan described specific queries of the QDAS, reports resulting from those queries should be saved and included.				

	Matrices	Analytic transparency	Matrices are tools often used to organize coded data into emergent categories and themes, sometimes stratified by salient respondent or group characteristics. If used (per the analytic plan), these tools could be included in an archive.				
<b>Writing</b>	Bullet points/summaries/outline	Analytic transparency	These products are often produced as an interim step between matrices and manuscript drafts in order to begin to articulate and illustrate ideas, and to interpret data. If produced, these could be included in an archive.	31. Clarity of major themes 32. Clarity of minor themes	S16 Synthesis and interpretation		
	Paper drafts with comments and changes	Analytic transparency	Writing is considered an interactive part of qualitative analysis, as observations and interpretations are continually honed and sharpened, therefore the boundary between analytic products and manuscript drafts is permeable. Major iterations of manuscript drafts, including comments from team members and internal reviewers, as well as responses to those comments, are therefore useful products to maintain in an archive.				
	Final draft submitted to journal(s)	Analytic transparency	These would consist of the submission drafts and associated materials prepeer review.				

Reviewer/editorial comments	Analytic transparency	All comments and suggestions received by peer reviewers and journal editors should be recorded.				
Response to reviewers and revised submission	Analytic transparency	This can take the form of an itemized list of responses from the authorship team delineating changes or justifications for rejecting suggested changes.				
Final manuscript for publication and all published materials	Analytic transparency	This item is especially important if the publication is not openaccess.	29. Quotations presented 30. Data and findings consistent	S17 Links to empirical data S18 Integration with prior work, implications, transferability, and contribution(s) to the field S19 Limitations S20 Conflicts of interest S21 Funding		