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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 need 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

Checklist

Research Stage	***Document/item***	***Internal***	***Sharing***	***Notes***
General Metadata	Brief narrative of study	☐	☑	
	Methodological underpinning and study justification[1]	☐	☑	
	Final IRB application and amendments (including all forms and documents used in final data collection)	☐	☑	
	Preregistration/pre-analysis plan, if applicable	☐	☑	
	Documentation of significant of changes made to protocols throughout the project	☐	☑	
Data collection & Study Design	Data management plan[2]	☐	☑	
	Documentation of interviewer identities (affiliation,	☐	☑	

	credentialing, training, demographic characteristics), relationship to interviewees, recording of potential biases		
	Positionality, recording of potential biases	☐	☑
	Pilot recruiting documents/ scripts/ selection criteria	☑	☐
	Instruments and forms used in data collection (screeners, introductory scripts, interview/discussion guide, demographic data collection forms)	☑	☐
	Recordings, transcripts and/or memos of pilot interviews	☑	☐
	Overview of methods, including: selection criteria for data collection, plus approach, sample size, any documentation of refusal/nonresponse	☐	☑
	Field notes/memos[3]	☑	☐
Data	Recordings of interviews (unless deleted per IRB requirements)	☑	☐
	Original transcripts of recordings prior to de-identification	☑	☐
	Transcript cleaning guidelines, including de-identification criteria[4]	☐	☑
	Cleaned and de-identified transcripts	☐	☑
	Demographic file of respondents[5]	☐	☑
Analysis	Qualitative Data Analysis Software file[6]	☑	☐
	Coding scheme with node descriptions	☐	☑
	Coding and memoing guidelines/approach including number of coders	☐	☑
	Analytic plan	☐	☑
	Analytic memos[7]	☐	☑
	Node reports (per analytic plan)[8]	☑	☐

	Matrices	✔	☐
Writing	Bullet points/outline	✔	☐
	Paper drafts with comments and changes	✔	☐
	Final draft submitted to journal(s)	✔	☐
	Reviewer/editorial comments	✔	☐
	Response to reviewers and revised submission	✔	☐
	Final manuscript for publication and all published materials	☐	✔

Footnotes

[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