

ARCED Folder Structure



Layer 1	Layer 2	Layer 3	Layer 4	Layer 5	Layer 6	Description
01_Admin	01_Management	01_Design				A research study design is a structured framework that guides researchers in planning, conducting, and analyzing their study. It defines how the research will be carried out, including the methods used to collect and analyze data, the timing of data collection, and the overall approach to answering the research questions
		02_Project_log				The project log should be maintained in this folder
		03_Gantt_Chart				Project grantt chart(s)
		04_Hiring_and_Onboarding				All the Hiring & Onboarding Related Documents should be kept in this folder, for example interview materials, CVs, or any other onboarding materials
	02_Funding	01_Proposal				All technical and financial proposals should be kept in this folder, create sub folders if necessary
		02_Agreement				All project-related agreements, including those between Principal Investigators (PIs) and ARCED, as well as agreements between ARCED and third parties, should be maintained in this folder
		03_Reporting				Any reports requested by internal or PIs, either during or after the completion of the survey, should be provided as required
		04_Invoice				All invoices related to the project, including those for expenditures that need to be submitted for donor reporting, should be documented and maintained accordingly
		05_Deliverables				Everything that is delivered (to the doner) along with the invoices
	03_Budget					
	04_IRB	01_Applications				Store the IRB application(s) here, along with the attachments and original protocol
		02_Amendments				Any amendment applications submitted to the IRB
		03_Approvals				Store IRB approval letters in this folder

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	05_Communications	04_Certificates				Store all the updated human subject certifications of the research team
		01_Letters_and_Permissions				All letters and permissions related to the project should be stored in this folder.
		02_Email				All the emails should be downloaded and stored in this folder
		03_Reports_and_Presentations				Project related reports and presentations stored in this folder.
		04_Outreach				any types of workshops,campaigns,promotions,flyers should be stored in this folder.
		05_Meeting_Minutes				All the meeting minutes should be stored here
02_DataFlow	Round	Survey	01_Instruments	01_Paper		Questionnaires(PAPI), all scripts should be stored here
				02_XLSForm		SurveySCTO, ODK,KOBO forms and forms checker files should be stored here
					01_Attachments	All plugins, preload files should be stored here
			02_Codes			All the do files are stored here
				01_Ado		Stata ado file should be stored here
			03_Data	01_Samples		Stored all the data files that used for sampleings
				02_Raw		All raw data files from survey SCTO, ODK server should be stored here
				03_Corrections		This is a part of data flow, correction shit should be automatically downloaded here
				04_Intermediate		This is a part of data flow,all deidentified and intermediate data sets should be automaticaly stored here
				05_Clean		This is a part of data flow, all clean data should be stored here
				01_Logs		This is also a part of data flow but others log files(data logs only) can be stored in this folder
				02_Checks		This is a part of data flow HFC and others checks files stored here

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			04_Output	03_Analysis		Any analysis outputs such as tables, graphs should be stored here
					01_Table	Analysis tables should be stored here
					02_Figure	Analysis graphs, chart or any kind of document should be stored here
					03_Illustration	All kind of pictures related documents like pictographs, QIGS map etc should be stored here
					04_Report	Analysis reports should be stored here
					05_Presenatation	Any presentaion regarding analysis should be stored here
03_FieldWork	Round	Survey	01_Protocol_and_Manual			Any kind of Survey related protocol & Manuals should be place here
			02_Field_Materials			Any kind of manuals, permission letters,instructions (root plan, sample distributions etc)should be placed here
			03_Training_Materials			Any training materials like(training modules,presentations etc) should be placed here
			04_Field_Team_Hiring			Enumerator's score, cv should be stored here