 

Data and Documents to Submit for Archiving – a Checklist

**March 2018**

# C:\Users\Administrator.SNPC71\Dropbox (SSD)\Stats4SD\Internal Docs\Stationery\Logos\Logo\Stats4SD_Logo_Red_Small.png

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# Introduction

The following is provided as an example of what files should be submitted to the data archive. We suggest you adjust this list to suit your own research project.

|  |  |
| --- | --- |
| Document | Archived |
| Copy of the Data Ownership Agreement |  |
| Activity Protocol |  |
| Data Management Plan |  |
| Data Entry System (if used) |  |
| Fieldwork Manual |  |
| Questionnaires (if used) |  |
| Analysis Plan |  |
| Data Quality Report |  |
| Raw Data (anonymised version) |  |
| Primary Data (anonymised) |  |
| Metadata document |  |
|  |  |
| Analysis Program (R code, SPSS syntax, etc.) |  |
| Analysis Output |  |
|  |  |
| Interim Reports |  |
| Final Report |  |