



Data and Documents to Submit for Archiving – A Checklist

**February 2018**

# 

This document is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported License](http://creativecommons.org/licenses/by-nc-sa/3.0/deed.en_GB)

# 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 |  |