Lab policies to open science

**Stage 1: Prior to data collection**

These steps should be completed prior to data collection, excluding pilot tests, manipulation tests or other pre-tests that will not necessarily be included in the project.

1. **IRB.** Make sure that IRB is approved and up to date.
2. **OSF Project**. Open a project at OSF.
3. IRB: In the project wiki, type the number and expiration date of the project’ IRB.
4. Component Structure: Create relevant components to the project ([for more information read here](https://help.osf.io/hc/en-us/articles/360019737614-Create-Components#:~:text=Components%20are%20sub%2Dprojects%20below,separate%20from%20the%20parent%20project.)):

* *Larger files (grants with multiple projects):* If it’s a series of projects nested within a large superordinate project, each project should have its own component, and each component should be associated with the appropriate collaborators.
* *Smaller projects (multiple studies):* If it’s a series of studies nested within each project, each study should have its own component.

1. Pre-Registration: Upload pre-registration document to OSF

* Pre-registration is required for each study that is run in the lab. But specification should differ based on study. See guidance in pre-registration models.

1. **Data Storage.** Make arrangements on how/where to store data.
2. Data structure**:** plan data structure that will allow you to keep track of studies.

* *Larger files:* Transfer files to the designated hbs server location.
* *Smaller files:* If you are planning to save files on your own computer, these would later be uploaded to OSF.

1. Github**.** If you are have a github code that is associated with the project (for a task, data scraping and processing):

* *If your github repository is directly related to your project*: connect the github repository as a component ([see instructions](http://help.osf.io/m/addons/l/837075-connect-github-to-a-project)).
* *If github repository is less central but still related:* Add the github reference to the project wiki.

**Stage 2: Prior to paper submission**

These steps should be taken before any paper submission occurring in the lab.

1. **OSF Project**. Make sure that your OSF project is updated and public, follow these instruction:
2. Collaborators: Make sure that Amit is added as a collaborator to the project. Include all other collaborators to the relevant structures.
3. IRB: IRB number should appear in the project wiki.
4. Pre-Registration: Make sure that pre-registrations are public. Each component should have its own pre-registrations.
5. **Data Storage.** Finalize data upload and indexing before paper submission:
6. Data Structure: Make sure that your data structure will allow other people to find the files they need

* *Larger files:* upload all the files to the designated folder in the server.
* *Smaller files:* Upload your files to OSF, make sure that files are uploaded properly in accordance to the instructions in the prior section (Stage 1, 2b), using a different component for each study.

1. Files Road Map: Upload a road map of the location of the file and the person responsible. Road map should be a word or text file that provides a detailed explanation of the folder structure for the project. File road map should be located:

* *If using server:* In your OSF wiki and in the main folder of the server.
* *If not using server for data storage:* in OSF wiki

1. Github**.** If you are have a github code that is associated with the project (for a task, data scraping and processing):

* *If your github repository is directly related to your project*: connect the github repository as a component ([see instructions](http://help.osf.io/m/addons/l/837075-connect-github-to-a-project)).
* *If github repository is less central but still related:* Add the github reference to the project wiki.