File Organization

*File Path Outline*

* Project Name
  + Project Area 1
    - Resources Folder
      * Articles, PI provided documents…
    - Documentation Folder
      * Contracts, DURs…
    - R-Project Folder
      * R-Project file (useless, but necessary for R-projects)
      * Code Folder
        + R-code files
      * Data Folder
        + Stored data – may require multiple subfolders depending on format, size, how it is sent…
      * Output Folder
        + Datasets folder

Saved output datasets

* + - * + Figures/Tables folder

Saved figures/tables

* + - Manuscript Folder (if applicable)
      * Manuscript Drafts Folder
      * Journal Submission Documents Folder
  + Project Area 2
    - Resources Folder
    - ……..