**NAME OF STUDENT:** ……………………………………………………………………

**NAME OF GRADER:** ……………………………………………………………………

1. **Data storage**

* Data management plan
* Description of design of the study
* Description of instructions, procedures, design of the instrument,
* Raw data files
* Computer code for handling the data
* Data files that have been used for the final analyses
* Procedure for simulating data
* Computer code for the analyses with brief explanation in English
* A readme file in case the data management plan is missing.

**Incomplete Complete**

(archive is empty) (Archive contains all

necessary information)

*Feedback: what improvements are possible or necessary*

1. **Privacy (if applicable)**

* Data protection impact assessment
* Informed consent
* Anonymization/pseudonymization
* Security

**Incomplete Complete**

(all information is (Archive contains all

missing) necessary information)

*Feedback: what improvements are possible or necessary*

1. **Permission and access**

* Who is responsible for the research archive?
* Who has access to the archive and for how long?

**Incomplete Complete**

(all information is (Archive contains all

missing) necessary information)

*Feedback: what improvements are possible or necessary*

**Grade:** ……………………………

**Information for the grader:**

Grade: 1 – research archive is empty. Grade: 10 – Research archive is complete.

Ad A. Data storage

For each published empirical study (article, chapter in a book, chapter in a thesis, Research Master's thesis, retrievable internal report, etc.) the following information has to be stored in the archive:

* 1. data management plan that provides a description of how the data management is organized, about responsibilities, about the contents of the research archive, including version number and date (optional for Research Seminar students).
  2. very brief description of the hypothesis, research design, conceptual framework, method followed and structure of the data collected. As a rule, an electronic version of the accepted or published manuscript is sufficient for this;
  3. instructions, procedures, the design of the experiment and any stimulus materials reasonably required for replication. The materials must be available in the language in which the research was conducted. An English translation is optional (but appreciated);
  4. raw data files (the most direct record of the behaviour or responses of test subjects/respondents, e.g.: an unfiltered export of an online survey or raw time series for an EEG measurement, e-data files for an E-Prime behavioural experiment). In case of a simulation study, it depends on the size of the data files whether they are stored in the archive or whether only the procedure to generate the data is provided;
  5. computer code (e.g. SPSS syntax file, MATLAB analysis scripts) that describes the steps to obtain the final analysis data from the raw data. This should include brief explanations of the steps in English;
  6. data files that have been subjected to a final analysis for the purpose of writing the article (e.g. SPSS data file after transformation of variables, changes to selections, etc.). The latter is not necessary if the raw data file has been analyzed;
  7. In case of a simulation study, the computer code that has been applied to simulate the data, including version number of the software, operation system of the machine, and the seed number of the random generator. This should include brief explanations of the steps in English;
  8. computer code (e.g. SPSS syntax file) describing the steps followed to arrive at the results in the manuscript, based on the analysis data. This should include brief explanations of the steps in English;
  9. In case a data management plan is missing, a Readme file is needed that describes where the documents and/or files can be found and how they should be interpreted. The Readme file should also contain the following information:
     1. the name of the person who saved the documents and/or files;
     2. the date on which the manuscript was accepted, including a reference;
     3. the date on/period in which the data was collected or simulated;
     4. (if applicable) for each study, the names of the people who collected the data;
     5. (if applicable) the addresses of any offsite locations where the data was collected and the relevant contact persons.

The Readme file must be sufficiently clear to enable the results in the publication to be reproduced on the basis of the components of the research archive package.

Ad B. Privacy

1. A data protection impact assessment is an assessment of privacy issues and resulting measures to fix possible privacy problems.
2. Prepare data files such that any raw data stored are always anonymized and cannot therefore be traced directly to the individual concerned. Data that can be traced to the individual concerned are stored separately. If a key is needed to link the anonymized data to the individuals concerned, the key has to be stored separately.
3. Informed consent forms are stored in a separate file database.
4. Research archive is stored to the secured O-drive of the University of Utrecht faculty server. External storage of raw data in national or international data archives, such as Data Archiving and Networked Services (DANS) is allowed and sometimes compulsory, but this does not relieve the researcher of responsibility for data stored on the faculty server

Ad C. Permission and access

1. Arrangements have been made such that for each Research Master's student, a research archive package is stored on submission of the Master's thesis. The student is responsible for preparing the package. The supervisor is responsible for storing archives compiled as part of a one-year Master's research or Bachelor's research.
2. It is formally described who has access to research archive. Open Access is supported.
3. Duration of storage is arranged in accordance with regulations (minimum 10 years; medical data at least 15 years).