7. APPENDIX A: Research Object Submission Checklist

Step #	Step Description	Pass / Fail	Comment
2.1	Run virus check		
2.2	Check the format and link relations		
2.3	Run checklist for completeness		
2.4	Validate naming conventions and folder structure		A Fail may just be an indicator that the archival processor will need to do some re-arrangement when preparing the AIP
2.5	Verify workflow runs		
2.6	Validate RO metadata		A Fail may just be an indicator that the archival processor will need to do some auto-populating when preparing the AIP.
2.7	Send acknowledgement to RO contributor		