**DRAFT Pre-Fieldwork Checklist for Applied Social Scientists**

*Here are some questions to ask yourself before you go out into the field to collect research data, whether qualitative or quantitative.*

**Physical tools**

\_\_\_\_ Have you returned all borrowed library resources? (…don’t get fines for recalled books!)

\_\_\_\_ Have you gotten and *tested* recording tools for this data, as well as transferred sample data to your computer?

\_\_\_\_ Do you have a means for physical backups in the field (external hard drive)?

**Organizing data**

\_\_\_\_ What data are you collecting (text, GPS, images, photo, audio, ephemera?)

\_\_\_\_ Have you created a system for organizing this data in physical or virtual files and folders?

\_\_\_\_ Will you annotate files in the field (captions for photos, context for interviews) or later?

**Data backups**

\_\_\_\_ Have you found out when and how often you will have internet access?

\_\_\_\_ Have you automated or set up a plan for backing up data through secured connections?

\_\_\_\_ Where will you back up secured data to (dropbox, drive, box)?

\_\_\_\_ What file formats are you using, and can they be imported into analysis software?

\_\_\_\_ Who else will have access to your data (passwords, mail or emailed documents)? What if something happens to you?

**Sensitive data**

\_\_\_\_ Do you have a system for anonymizing sensitive files in the field?

\_\_\_\_ Have you received IRB approval (and thought about archiving or sharing data in the consent form?)

\_\_\_\_ Do you have a plan for what information will be recorded in your fieldnotes, lab notebook, etc on contextual information, any challenges in research, and ongoing questions or concerns?

\_\_\_\_ How will you collect and organize irreplaceable data (interview audio, ephemera)?

***Need someone to walk through this with you before going into the field? Email*** [***researchdata@berkeley.edu***](mailto:researchdata@berkeley.edu) ***to set up a consultation!***