

## How to adapt a checklist in a miniRECH template?

### 1. Checklist sheet

- a. Add the description for the quality set of criteria in cells **F2** through **F7**, *e.g.*, “Quality of criteria experimental model.”
- b. Under the Column E, add the item description for all the items in the cells F2 through F7 of the spreadsheet, *e.g.*, “Identify the species of the animal model used.”
- c. Under the Columns **A**, **B** and **C**, group the items according to how you will organise them, *e.g.*, “Animal model” or “Cell model.”
- d. Go to the MaintenanceMenu sheet, click the button "Setup Data Validation" to build the input drop-down lists for the cells in the **Column G** according to the information provided on the **InputOptions** worksheet.

### 2. InputOptions sheet

- a. Modify this spreadsheet accordingly to the needs but maintain its structure. *i.e.*, describe the input options for the items and the publication year horizontally in the indicated rows.
- b. In the **Row 3**, identify which item inputs are required to be reported by using the word “**MUST**.”

### 3. QtyScoreRule sheet

- a. Modify this spreadsheet accordingly to the Checklist sheet structure.
- b. In the **Column F**, identify which items are required to be reported by using the word “**Must**”, while those which are not required will be identified with the words “**Not demanded**.”
- c. In the **Column G**, indicate the rank of importance of each item according to its contribution in the reproducibility of experimental work as follows: 1 = H for “highest importance”; 2 = M for “medium importance”; and 3 = L for “lowest importance”.
- d. In the **Column H**, score the information provided in the **Column F** as follows: “Must” = 5, and “Not demanded” = 2.
- e. In the **Column I**, score the rank provided in the **Column G** as follows: 1 or highest importance = 5; 2 or medium importance = 4; and 3 or lowest importance = 3.
- f. The information addressed in the sub-steps **d** and **e** is summarised by the sheet range (M1, P4). .
- g. In the **Column J**, sum the values of the **Columns H and I**.
- h. From **Row 16** and thereafter, modify them according to how you organised the group of items in the checklists; including the total score for each group and subgroup.

### 4. RuleStore sheet

- a. Modify this spreadsheet according to the quality criteria established (use logic operators).
- b. In the **Column C**, identify which items are required to be reported by using the word “**MUST**.”

## 5. RuleMetadata

- a. Modify the **Column B** accordingly to the **Column D** of the **QtyScoreRule** sheet.
- b. In the **Columns C and D**, indicate the location of the items and their groups accordingly to their beginning and end positions in the **Checklist** sheet.

## 6. RuleResultStore , ResultMetadata, PaperReviewStore

- a. Do not modify these sheets manually.
- b. After all the sheets mentioned above are adopted, clicking the button "Initialise CheckList System" of the Maintenance sheet will empty all the scoring results and the paper review records.

## Scripts

It is necessary to modify the following list of Microsoft Excel object and modules in order to adapt a Checklist. The places where the modifications need to be done are indicated by the word "NOTE"

- ThisWorkboook
- ChecklistInputDropDownMenuSetup
- InitialiseRuleMetaData
- PublicFunctionsModule
- RuleResultVisualisor
- SavePaperReviewModule
- ValidateCheckListInputsModule