# ReadMe File Checklist

**Purpose**: To provide a high-level checklist to ensure key questions are clarified to allow others to better understand the project research and research evidence within a ReadMe file.

**Scope:** All students, faculty, or staff that conduct a research project

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| **Who will write the ReadMe files?** |  | **What information will be required?** |
| *Need a clear task assignment* |  | *Know what should be included* |
| [ ]  | Researcher |  | [ ]  | Specific format to use |
| [ ]  | Fellow researcher |  | [ ]  | All categories provided |
| [ ]  | Data manager |  | [ ]  | Data type requirements |
| [ ]  | Other:  |  | [ ]  | Other:  |

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| **When will the researcher update and review?** |  | **Where will ReadMe files be placed?** |
| *Make a realistic plan* |  | *Keep track of their locations* |
| [ ]  | Write it once and leave |  | [ ]  | Each file |
| [ ]  | Update monthly |  | [ ]  | Each folder |
| [ ]  | Review by the researcher and others |  | [ ]  | Group folder |
| [ ]  | Other:  |  | [ ]  | Other:  |

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| **Why does the target audience need the ReadMe file?** |  | **BONUS: How will the researcher make ReadMe files?** |
| *Define the target audience* |  | *Try a few approaches* |
| [ ]  | Required by funder |  | [ ]  | Use a template |
| [ ]  | Future review by researcher (i.e., self) |  | [ ]  | Write individually |
| [ ]  | Explain the study again |  | [ ]  | Automated program |
| [ ]  | Other:  |  | [ ]  | Other:  |