Arcus Research Data Management
Data Collection/Processing README
Updated 2020 April 23

This template should be used to document data collection or processing workflows. It can be adapted and modified as needed. The objective is to create a written record of your processes which can help with:
1. Onboarding new staff or transferring responsibilities
2. Knowledge loss in the case of staff leaving the project
3. Data consistency - ensuring all files and data created/collected the same way
4. Reproducibility - allowing you or another researcher to more accurately reproduce this research

Below are the fields present on the Data Collection/Processing Template and an explanation of how they should be used. There are also some suggested additional fields that may be appropriate for your workflow.

Process Name: give a name to your processes. It does not need to be "fancy," but should be unique amongst your processes. This makes them easier to refer to and have conversations about.

Process Description: provide a brief (1-2 lines) overall description of this process and its objectives.

Process Endpoint: provide a brief (1-2 lines) overall description of the endpoint of this process. What does the final stage of this process look like?

Steps: each step in the process should be described. Repeat the documentation below until all steps are captured.

[Step] Name: give each step a name

[Step] Description: provide a brief (1-2 lines) description of the step and its objectives

[Step] Files: indicate whether any files are created or transformed during this step.
    [Step] File Naming: indicate how files created or transformed during this step should be named at the culmination of this step, OR indicate where the proper naming convention rules are located.
    [Step] File Storage: indicate where files created or transformed during this step should be saved OR indicate where that information can be found if documented elsewhere.

[Step] Instruments: (optional) indicate whether any particular instruments are used in this step.

[Step] <u>Configurations</u>: (optional) indicate whether any specific configurations should be used in this step. Indicate where the details of those configurations can be found. This may be a sub-step of "instruments".

[Step] <u>Script</u>: (optional) indicate whether any scripts are used to generate or modify data/files at this step. Indicate where the script in question lives.