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## Manage your Digital Objects – Research Team Member Checklist

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# MANAGE YOUR DIGITAL OBJECTS – RESEARCH TEAM MEMBER CHECKLIST

Establishing common team resources and a schedule for digital object management during a project will ease the burden of documentation and preservation – streamlining your publications.

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## ESTABLISH AND USE A COMMON SET OF TEAM RESOURCES.

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- Before or near the start of the project, make decisions on what resources the team will use to:**
  - Communicate and disseminate information.** e.g., Slack channel, email
  - Develop and manage documents during the project.** e.g., Google Drive
  - Store datasets during the project, considering size and access/controls.** e.g., OSF, <https://osf.io>, an institutional repository
  - Preserve datasets, images, and associated digital objects (except for software, workflow and training/workshop materials).** e.g., FAIR-aligned repository
  - Develop software, scripts, and/or workflows.** e.g., GitHub: establish a team repository
  - Preserve software, scripts, and/or workflows.** e.g., Zenodo: establish a community
  - Preserve conference, training or workshop materials.** e.g., Zenodo: establish a community
- Develop digital object management tracking tools (such as a spreadsheet, or database) for datasets, software, conference presentations, posters, preprints, and publications.** e.g., Sheets in Google Drive. See management schedule below.
- Once determined provide each team member a “cheat sheet” that includes a list of the team resources.** Ensure each team member has access and provided with any needed overview/training.

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## ESTABLISH A DATA AND DIGITAL OBJECT MANAGEMENT SCHEDULE

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- Once (in the lifetime of the researcher)**
  - Activate the automatic updates of your ORCID profile from Crossref and DataCite.** Reference this page for instructions: [http://bit.ly/ORCID\\_Trust](http://bit.ly/ORCID_Trust) To set up an ORCID ID: <https://orcid.org>
- Fortnightly (every two weeks)**
  - Review the datasets and other digital material you are exploring.** If you find them to be useful, track them. Include descriptive information.
  - Store new datasets created by the team in the team resource defined above and tracked along with other datasets you are exploring.** This includes datasets of new observation/measurements, derived datasets created after cleaning, aggregated datasets, or similar.
- Monthly**
  - Preserve conference presentations or posters in the resource defined above.** Include information on the conference and session, funder acknowledgement. Track this in the defined team resource.
  - For planned publications, preserve all supporting digital objects including datasets, physical samples, and software and cite in your paper.** Reference the team resources above for preservation locations. For each preserved digital object, ensure all contributors are included along with their ORCID, required metadata is provided, and licensing is as open as possible.
- Quarterly (every three months)**
  - Review and update your ORCID profile and ensure that it is current and complete.**