



DATA NUDGE

A monthly reminder to manage your data

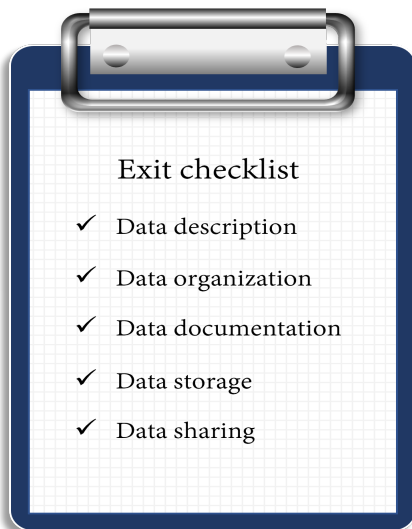
{salutation}

In May many students and trainees will be leaving the University and transitioning away from labs and research projects. As you're working through your usual exit processes, add the Research Data Service's exit checklist for a smooth transition.

Reasons to use a data exit checklist:

- Encourages good data management practices in the lab/research project.
- Ensures new personnel have detailed information about the data when starting the position.
- Creates data records for lab managers/supervisors/PIs.

Five elements in the exit checklist:



✓ **Data description:** provides brief description about the project and its data.

✓ **Data organization:** describes the folder/file structure and naming strategy used in your project.

✓ **Data documentation and metadata:** provides information about what documentation was used and its location.

✓ **Data storage:** describes where the data are stored, how it can be accessed, and who has access.

✓ **Data sharing and publication:** details whether data were or will be shared for reusability or reproducibility.

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April 2022

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