

- The checklist should help students work with the data according to the best research practices and prevent the risks of research misconduct and questionable research practices.
- Depending on the research field, your experience, and institutional policies and rules, the list might need to be adapted to your needs.

Plan & Preparation

Reasons
☐ The reasons for collecting new data are clearly stated.
\square It is clear what the potential impact is on the subjects and the environment.
☐ It is clear how the data will benefit people.
$\ \square$ It is clear whether sensitive data will be processed.
Consistency & Responsibility
$\hfill\Box$ The project is created according to the best international standards.
☐ The project takes account of broader technical integration and harmonisation.
$\hfill\Box$ The data management plan is defined.
$\hfill\Box$ The project identifies the leader, data controller, and other relevant roles.
$\hfill\Box$ The project team reflects diverse opinions, backgrounds and various kinds of thought.
$\ \square$ All people involved have the necessary knowledge and skills.
Consent
☐ The research has ethical approval.
☐ Informed consent requirements have been determined.
$\hfill\Box$ The consent form clearly explains what the users are consenting to.
$\hfill\Box$ The consent form considers the rights of people unable to provide consent.
☐ Data subjects have explicitly provided consent (if humans are involved).
$\ \square$ Relevant authorities have explicitly provided consent if animals or the environment is involved.
☐ If the data come from a different project, the original consent is documented.
Acquisition
Primary data
☐ Data reliability is ensured (we know who collected the data and how).
$\hfill \square$ Only necessary and relevant data are collected from respondents.
☐ An efficient and valid data collection method was used.
$\hfill\Box$ The sample of respondents corresponds to the target group.
☐ If necessary, the data are anonymised.

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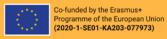
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Secondary data
☐ Secondary data comes from a reliable source.
$\hfill \square$ We know where the data came from and who owns them.
☐ All sources of secondary data will be referenced transparently.
Storage & Protection
Storage
☐ It is clear where and how the data will be stored (what device and format).
☐ The data are stored only in a designated and protected repository and are not copied anywhere else.
☐ It is specified how and where the data will be backed up.
☐ There is a recovery plan in place to preserve the data for the future.
Protection
☐ There is a plan for how to protect and secure data with an appropriate level of security.
☐ Data comply with the necessary security requirements for the data security category.
\square It is defined who has access to what type of data, or at what level of access.
☐ Only authorised persons have access to the data.
☐ Protection of the collected data during the transfer to the repository is ensured.
☐ Protection mechanisms such as data minimisation and anonymisation are in place.
$\ \square$ If sensitive personal data are involved, the impact on data protection will be assessed.
$\ \square$ Data encryption is used to protect data for privacy concerns.
$\hfill\Box$ The identity of individuals is sufficiently protected.
Usage
Transparency
☐ Users are informed about what data are being provided and what is being done with them.
☐ The solutions developed by the project are open and can be used by others.
☐ All data modifications are fully traceable.
Consistency control
☐ The data are statistically consistent with the sample studied.
$\hfill\Box$ It was stated how the technology could be attacked or abused.
☐ Possible sources of data hias are understood





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$\ \square$ The data are processed using appropriate methods according to their nature.
\Box The training data were tested to ensure that they are fair and representative.
\square Correct functionality of the algorithms has been tested.
Visualisation, interpretation, & publishing
☐ Data modification has been notified.
\square Data are visualised in a way that does not obscure their meaning.
☐ All potential limitations, biases, and conflicts of interest are clearly declared.
\Box The possibility of outliers and why and how they should not be omitted from the data set were considered.
Consequences
\square It has been considered how the results might cause harm to an individual or group.
\square Mechanisms have been set up for redressing those harmed by the results.
Archiving & reuse
Archiving Control of the Control of
\Box It is clear where and how the data will be archived (what device and format).
☐ Local standards or regulations for archiving are taken into account.
☐ It is clarified whether the data will be open or private.
☐ Open data are publicly available and easy to find.
\square It is defined who has access to what type of data, or at what level of access.
☐ Only authorised persons have access to private data.
\square Cryptographic algorithms have been applied where necessary.
\square Measures have been established to prevent the loss of archived data (physical and digital).
Reuse
☐ The data reuse has ethical approval.
\square If data are shared with third parties, mechanisms for protection are in place.
\square When data are shared, the associated metadata are also provided.
$\ \square$ It should be clearly stated whether the reused data are obsolete.
Destruction
$\ \square$ It has been verified that the data must be deleted in accordance with the specific rules.
☐ All copies of the data have been properly deleted.

Processing

