# Checklist interview

The purpose of the interview

The Science Committee aims to optimize the quality of academic practice. Its procedures are fully in accordance with the 2016 Science Committee Regulations (<https://www.tilburguniversity.edu/intranet/organization-policy/tsb-1/science-committee/>). This specifically involves the quality of data handling and the reporting of data processing methods. During interviews with researchers, the Committee checks whether the Data Handling and Methods Reporting (DHMR) guideline has been followed. Using the following checklist, it asks questions such as: (1) how are data processed, (2) how are data documented, and (3) how are data stored? It should be stressed that the purpose of these questions is not to check whether the correct data have been collected or whether the analyses are correct. Their sole purpose is to check whether the data package in question is present and whether it is transparent and complete.

Many of the questions relate to the data package (digital directory) that was created in connection with the article in question.

Prior to the interview

Researchers will be sent a copy of the checklist in advance. Researchers will preferably complete the checklist themselves first, as a self-evaluation exercise. This will provide a structure to guide the course of the interview.

During the interview

During the interview, two committee members will run through the checklist with the researcher (and their supervisor or co-author, as applicable). The researcher can provide a point-by-point explanation and the committee members can make suggestions on how DHMR might be improved. At the end of the interview, the researcher will be asked to present the data package.

After the interview

After the audit, a brief written report will be submitted to the researcher in question. The report is submitted to the researcher so that it can be checked for factual errors.

Reference article

Interview with (name of researcher and members of the Science Committee)

Date

**Instruction: if required, you can provide further details under any items marked “No”, “N/A” or “Unclear”.**

Checklist

|  | **Yes** | **No** | **N/A** | **Unclear** |
| --- | --- | --- | --- | --- |
| 1. **Is a data package available? If so, where is it stored?**
 |  |  |  |  |
| Explanation:  |  |  |  |  |
| 1. **Does the data package contain the raw data file?**

*(as first made available, in digital or digitizable form, to the Tilburg School of Social and Behavioral Sciences (TSB) staff member)* |  |  |  |  |
| Explanation:  |
| 1. **If the data consists of non-digital source material:**

*Is there an indication of where the data is stored and of how it can be traced?* |  |  |  |  |
| Explanation:  |
| 1. **If the TSB researcher is not allowed to have the data in their possession, due to ethical guidelines, insurmountable logistical concerns, privacy-related reasons, or formal property rights:**
2. Has a clear explanation been given to account for the fact that the data is not present in the package?
 |  |  |  |  |
| 1. Have attempts been made to store relevant details (e.g. a random sample from the original data file or a screenshot of part of the raw data) in the data package?
 |  |  |  |  |
| Explanation:  |
| 1. **With respect to the metadata:**
2. Does the data package or the article include a description of who collected the data, where, and at what location?

*(For non-TSB data, this information should be sufficiently specific – in the form of contact details for the other researchers, and clear descriptions of the source of the data acquired by the researcher and the date on which it was downloaded.)* |  |  |  |  |
| 1. Is there a broad description or automatically generated document indicating who created which file, and when?
 |  |  |  |  |
| 1. Does the data package or the article include a description of the role of each author (and co-author)? (e.g., “devising and setting up the study”, “data collection”, “data analysis”, and “writing the article”)
 |  |  |  |  |
| 1. When external finances / grants have been obtained: has been specified who provided these external finances / grants?
 |  |  |  |  |
| Explanation:  |
| 1. **If data originates from existing databases:**

Has its origin, version, and date been specified?  |  |  |  |  |
| Explanation:  |
| 1. **Has the data in the raw data file been sufficiently anonymized or pseudonymised (no longer traceable to individuals) and has the confidentiality of the data been properly safeguarded?**

*(The data package should contain no information that might be used to identify individuals)* |  |  |  |  |
| Explanation:  |
| 1. **Does the data package contain all of the digital (or scannable) research materials needed to allow the data collection to be replicated by a colleague with the requisite skills?**

*(e.g. questionnaires, stimuli, instructional texts, chief experimenter protocols, video materials, simulation study software, computer scripts, logs)* |  |  |  |  |
| Explanation:  |
| 1. **Does the data package contain syntaxes, computer scripts or statistical logs, pertaining to the processing of the raw data, that would allow the analyses to be replicated by a colleague with the requisite skills?**
 |  |  |  |  |
| Explanation:  |
| 1. **Is the data package accessible to at least two individuals?**

*(The second individual could be a co-author, supervisor, co-supervisor, or executive official, for example)* |  |  |  |  |
| 1. **Has the data package been stored in such a way that it cannot be lost or become corrupted?**

*(this could involve backups to multiple locations, automatic backups, or safeguards to prevent the data from being accidentally overwritten or deleted)*  |  |  |  |  |
| Explanation:  |
| 1. **Will the data package be retained and remain accessible for at least ten years after the article’s definitive publication date?**
 |  |  |  |  |
| Explanation:  |
| 1. **Does the data package indicate whether an ethical review has taken place (and if so, by what authority, when, and under what number/reference)?**
 |  |  |  |  |
| Explanation:  |

Do you have any further comments?