

# Checklist for Documentation of Data Collection\*

## Sampling

- Methodology of sampling and its rationale; if applicable, information on corrections during the research process or after the pretest
- In case of research collaborations and/or international projects, specifications should be described; if different approaches were necessary, the differences should be; this may also include different legal situations and licensing obligations in the participating countries

## Description of survey group

- Description of case characteristics
- Sociodemographic data
- Regional and social positioning
- Declaration about informed consent

## Methods & Data compilation

- Explanation of method selection
- Information on preparation & implementation
- Information on guideline design and pretest
- Specifications about interviewers and their preparation

## Interpretation & Data quality

- Description of evaluation method
- Coding, QDA-software, code-lists
- description of the labour division in case of teamwork
- Feedback effects of findings on the research process
- validity evaluation measures

## Data security, protection & privacy

- Explanation on the procedure for anonymization

## Reference framework

- Presentation of the literature and other sources of information used for the study; bearing in mind that secondary use may be far in the future.

## Other

- Ethical considerations
- Empirical challenges

\*based on Susanne Kretzer (2013): Infrastruktur für qualitative Forschungsprimärdaten – Zum Stand des Aufbaus eines Datenmanagementssystems von Qualiservice. In: Huschka, D. et al.: Forschungsinfrastrukturen für die qualitative Sozialforschung. Berlin: Scivero.