Teesside University

Open Research Author Checklist

Use this checklist to help you plan, conduct, and share your research using Open Research Principles & Practices where appropriate.

1. Planning your research

- I have considered which open research practices are appropriate for my project
- I am aware of funder and institutional requirements related to openness
- I have identified any ethical, legal, or commercial constraints
- I have planned for data management and sharing from the outset
- I know where to seek advice if I am unsure (Library, RKE, Ethics)

2. Ethics, governance & responsible openness

- I have considered ethical approval requirements
- I have assessed risks related to personal, sensitive, or confidential data
- I understand when data cannot be made open
- I have documented decisions about restricted or closed access
- I have balanced openness with EDI, participant safety, and integrity

3. Data & materials management

- I have a Data Management Plan (DMP) where required
- I know where my data will be stored securely during the project
- I have identified what data/materials can be shared
- My data is organised, documented, and understandable to others
- I have considered long-term preservation and access

4. Open methods, code & documentation

- I have documented my methods clearly and transparently
- I am using version control where appropriate
- My code or software includes basic documentation
- I have considered sharing protocols, workflows, or analysis scripts

- I understand licensing options for software and code

5. Open access & publishing

- I have considered open access publishing options
- I know what my funder requires for publications
- I understand the difference between gold, green, and other OA routes
- I know how to deposit outputs in the institutional repository
- I have checked publisher policies before submission

6. Sharing outputs & maximising impact

- I have identified which outputs can be openly shared
- I have used appropriate metadata and keywords
- I have used persistent identifiers (e.g. DOIs, ORCID) where possible
- I have considered non-academic audiences where relevant
- I have planned how to communicate my research openly and accessibly

7. Recognition, credit & attribution

- I have ensured contributors are appropriately acknowledged
- I have applied clear licences to shared outputs
- I understand how open practices can support career development
- I have recorded open outputs for reporting and review processes

8. Reflection & continuous improvement

- I have reflected on what worked well for openness
- I have identified challenges and barriers
- I have shared feedback or suggestions with support teams
- I am aware of communities or events related to Open Research at TU