

CHECKLIST FOR RESEARCHERS: ADOPTING THE FOLDER STRUCTURE TEMPLATE

1. Download & Unpack

Get the template from GitHub and follow the README instructions

2. Review & Plan

Review the folder structure, metadata templates, and guidance

Reflect on your current data/workflow and consider data protection needs (if applicable)

Check the four steps and adaptation tips

3. Adapt & Organize

Customize the structure as needed and move your files into the appropriate folders

4. Back Up & Maintain

Set up a backup strategy to protect your work

5. Engage

Share feedback or questions via GitHub or email

CHECKLIST FOR DATA STEWARDS: PROMOTING ADOPTION

1. Support Researchers

Direct researchers to the GitHub repository

Assist with downloading and adapting the template

2. Training & Resources

Share existing introduction materials

Contribute improvements or suggestions (optional)

Spread the word that researchers can submit feedback via the link on the Zenodo page and raise issues on GitHub

