APPENDIX: TEMPLATE FOLDER STRUCTURE

This template, based on folder structures for projects that J-PAL North America staff have supported, can help guide the initial setup of folders for a project. This structure is simplified to only a few levels; most projects will have additional, project-specific folder levels. The subfolders are arranged in roughly chronological order; note, however, that the timeline to work on the tasks associated with many of the subfolders overlaps. Many folders have an _archive subfolder not shown here. Archive folders can store previous drafts and outdated reference materials that do not need to be available for frequent access. This template emphasizes legibility over strict adherence to folder naming styles. Researchers may wish to customize the use of spacing, capitalization, abbreviation, or number of folders based on their team and their system's needs.

TOP-LEVEL FOLDERS	SUBFOLDERS AND CONTENT	NOTES

ADMIN	• IRB
	• Funding and finance
	    ○ Budgets
	    ○ Grant documents
	    ○ Proposals
	• Project management
	    ○ Data management plans
	    ○ Team protocols
	• DUA
	• Pre-analysis plan
	• Trial registry	

CALL NOTES	• Calls and emails internal • Calls and emails with partner • Memos on research design	It can be helpful to keep a specific record of memos between the research team and partners about research design. For quick access, this subfolder could be housed near other calls and emails. After the design stage is complete, the subfolder might be archived under "Research Design." This is an example of how subfolders might be re-nested during different phases of a project.
CODE AND DATA	• Prep files	Code and data may be stored on a separate server or may be housed within this "Code and Data" folder with subfolders

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	• Analysis files • Data input • Data output • Tables and figures • Archive	arranged so that the code (within "Analysis files") and raw data (within "Data input") are separated from outputs.

DATA COLLECTION PROCESS	• Trainings for implementing staff
	• Tracking and monitoring
	• Consent forms
	• Data generation process or questionnaires
	• Quality control plan
	• Data checks
	  ○ High-frequency checks
	  ○ Back-checks
	• Field visits
		The materials in the "Data checks" subfolder are used to check the quality/quantity of data against expectations and track for any unexpected results on a real-time basis. High-frequency checks and back-checks generate additional data and outputs, and should be stored separately. Outputs for tracking this (tables, summary documents) can be published here to share with the project team. For more information, including how to conduct high-frequency and back-checks, see our Data quality checks resource.
		
		The materials in the "Tracking and monitoring" subfolder are used to track that randomization was implemented as planned as well as other indicators of proper implementation. For more information, see our Implementation monitoring resource.

PAPERS AND PRESENTATIONS	• Analysis manuscripts • Policy outreach • Presentations	
RESEARCH DESIGN	• Background research • Theory of change • Power calculations • Sampling • Randomization • Model notes	Any preparatory research, such as a review of previous literature, similar interventions, legislation, and partner organizations, can be stored in the background research folder.