

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. 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 Archive folders can store previous drafts and outdated reference materials that do not need to be available for frequent access.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	<ul style="list-style-type: none"> • DUA • IRB • Funding and finance <ul style="list-style-type: none"> ○ Budgets ○ Grant documents ○ Proposals • IRB • Project management <ul style="list-style-type: none"> ○ Data management plans ○ Team protocols • Trial registry 	
CALL NOTES	<ul style="list-style-type: none"> • Calls and emails internal • Calls and emails with partner • Memos on research design 	<p>It can be helpful to keep a specific record of memos between the research team and partners about research design.</p> <p>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.</p>
CODE AND DATA	<ul style="list-style-type: none"> • Analysis: Subfolders for different analyses can include further subfolders for code, logs, and output. 	Code and data may be stored on a separate server or may be housed within this “Code and Data” folder with subfolders

	<ul style="list-style-type: none"> • Derived • Drafts • lib • raw 	arranged so that the code (within “Analysis”) and raw data (within “raw”) are separated from outputs.
DATA COLLECTION PROCESS	<ul style="list-style-type: none"> • Consent forms • Data checks: Check the quality/quantity of data against expectations; track for any unexpected results on a real-time basis. Outputs for tracking this (tables, summary documents) can be published here to share with the project team. • Data generation process or questionnaires • Field visits • Quality control plan • Tracking and monitoring: Track that randomization was implemented as planned; track other indicators of proper implementation. • Trainings for implementing staff 	
PAPERS AND PRESENTATIONS	<ul style="list-style-type: none"> • Analysis manuscripts • Policy outreach • Presentations 	
RESEARCH DESIGN	<ul style="list-style-type: none"> • Background research: Including on previous literature, similar interventions, legislation, and partner organizations. • Model notes • Power calculations • Pre-analysis plan • Randomization • Sampling • Theory of change 	