**VDL Student Data Management Record**

**Instructions:** As part of the VDL exit protocol, all trainees (3RP3, 4RR6, MSc, PhD, and PDF) should complete this record at the conclusion of their course, degree, or work term. Tasks are itemized below in blue text.

**ITEM 1:** Transfer all study-related files to archiving HD

* Remember to check: all AMS computers, Z drive, Lenovo, EchoPAC
* Types and categories of files to include:
  + Ethics documents: cover letter, consent form, protocol, recruitment materials, questionnaires, screening tools, amendment forms
  + Study administration: standardized emails/communications, data collection sheets, participant payment forms, budgets
  + Data files: contact list, master data sheet, raw and analyzed files
  + Statistical analysis: SPSS/STATA/R files (data and outputs)
  + Figures and tables: Prism files, pngs/jpgs, final copies for manuscript
  + Manuscript files: drafts and final copy
  + Photos
* Organize all files under your student folder in the Z drive and once complete, email [Lab Supervisor] ([supervisorl@mcmaster.ca](mailto:supervisorl@mcmaster.ca)) so that they can transfer these files to an archiving HD.

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| **Project** | **File types/categories included** | **Task completed** |
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**ITEM 2:** Upload all master data sheets to VDL Dataverse

1. Go to the McMaster University Dataverse via [this link](https://borealisdata.ca/dataverse/mcmaster)
2. Click the **Log In** button on the top right of the window
3. Select **McMaster University** as Your institution and hit **Continue**
4. Log in with your McMaster credentials
5. Search for the **Vascular Dynamics Lab Dataverse** ([also linked here](https://borealisdata.ca/dataverse/VDL))
6. Click the + **Add Data** button to upload your master data sheet.
   * + Make sure Vascular Dynamics Lab is listed as the host Dataverse and fill out all applicable fields.
     + For the title, please include the study acronym, lead student name and degree, and “Master Data Sheet”. Example: ASPEN Study (Jem Cheng MSc) Master Data Sheet
     + Please save as a draft and **unpublished.**

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| **Name of dataset** | **Files included** | **Task completed** |
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**ITEM 3:** Move all study binders to Maureen’s IWC Office (Office Room)

* There is a spare key to Maureen’s office on the cork board in the VDL analysis room.
* Please ensure that the binder spine is labeled with the study acronym.

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| **Binder label** | **Types of files** | **Task completed** |
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**ITEM 4:** Upload all presentations and manuscripts to VDL Data Server (Seafile)

* File path for Presentations: VDL Data Server > Presentations > Conference Presentations or Other (lab meeting, seminar, etc.) > Student Name (create your own folder)
* File path for Manuscripts: VDL Data Server > Manuscripts > Student Name (create your own folder)

**Presentations**

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| **File Name** | **Topic** | **Type** | **Event** | **Presentation date** | **Task completed** |
| **Conference presentations** | | | | | |
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| **Degree requirements (i.e., committee meetings and defenses)** | | | | | |
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| **Other (e.g., invited talks, lab meeting topics, seminars, etc.)** | | | | | |
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**Manuscripts**

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| **File Name** | **Project** | **Degree** | **Date published** | **Task completed** |
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**ITEM 5:** Submit Thesis to MacSphere

* Please include all theses completed in the Vascular Dynamics Lab, if applicable.

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| **Thesis Title** | **Degree** | **Task completed** |
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**ITEM 6:** Update any SOPs you have developed or used on the VDL Data Server (Seafile)

* File path for SOPs: VDL Data Server > SOPs

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| **File Name** | **Description** | **Task completed** |
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**ITEM 7:** Update freezer database

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| **Project** | **Type of sample** | **Location** | **# of boxes** | **Date collected** | **Date to dispose** | **Task completed** |
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**COMPLETION STATUS as of October 4th, 2023:**

☐ Completed

☐ In progress

* Please use the table below to list any remaining action items and a timeline for completion.

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| **Action item** | **Projected date of completion** |
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Student’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_