

GitHub Repository Checklist

Use when setting up any new project repo under the RIPLRT org.

Repo name: __ **Project lead:** __ **Date:** __

Setup

- ☐ Created under the RIPLRT GitHub organization
- ☐ Private by default (public only with PI approval)
- ☐ `README.md` describing the project + how to run it
- ☐ `.gitignore` excludes `data/`, secrets, large/binary files
- ☐ License decided (or "all rights reserved" if restricted)
- ☐ Standard structure: `data/ R/src/ analysis/ outputs/ docs/`

Reproducibility

- ☐ Environment pinned (`renv.lock` or `requirements.txt` / `environment.yml`)
- ☐ Raw data treated as read-only; cleaning is scripted
- ☐ Relative paths only

Collaboration

- ☐ Branch protection on `main` (PRs + review)
- ☐ Issues enabled; project board linked
- ☐ Collaborators added at least privilege
- ☐ Commit message conventions noted in README

Governance

- ☐ No restricted/identifiable data committed — ever
- ☐ No credentials/tokens in history
- ☐ Required data-attribution text noted in README