Citizen Science Checklist: Your project guide in a nutshell

This checklist was created based on the “10 Swiss Citizen Science Principles”. The interactive version of the checklist offers multifaceted support for designing participatory research projects and contains impulses for further reflection, tools and references. You can find it on the respective websites of Citizen Science Zürich and Schweiz forscht.

	Questions and Impulses	*Tipps and Advice*
 1: CONDITIONS	**Does your project exist thanks to the initiative or active participation of citizen scientists?** **Can the research question be answered without the contribution of citizen scientists?**	Reflect on the conditions for participation in the project, such as mobility, time, or financial resources, and consider how you might lower any barriers. Additionally, assess whether the collaboration with citizen scientists offers added value and which contributions they make in the various project phases.
 2: GOAL	**Is the main aim of your project to answer a scientific research question?** **Is it a citizen science project or could it be a different type of participatory project?**	While Citizen Science projects can also have activist or political goals, the scientific endeavour, which is realized together with citizen scientists, remains the primary focus.
 3: ADDED VALUE	**Does your Citizen Science project offer added value for both citizen scientists and academic researchers as well as science in general?** **Have you accounted for time and financial resources to ensure you have the means to enhance the project’s added value?**	Citizen scientists make a valuable contribution to research through their voluntary engagement. The benefits participation holds for them should be clearly communicated. Similarly, the scientific value created through the involvement of citizen scientists should be highlighted.
 4: PARTICIPATION LEVEL	**Is the level of participation and possible requirements made clear to all those involved in the project?** **Are citizen scientists encouraged to collaborate and co-create?**	Citizen scientists can be involved to varying degrees in the research process. It is crucial to clearly communicate the level of participation to all involved to make sure participants understand their role and influence on the project. This should be done in an accessible and audience-appropriate language.
 5: COMMUNICATION	**Do you have a communication strategy? Have the expectations of project members and others been clearly communicated?**	Clear and audience-specific communication is vital in Citizen Science projects. A comprehensive communication strategy should be developed, taking into account the various project phases and addressing the needs of the involved target groups.

 6: RESEARCH METHOD AND CONTROL	**Are you aware of the opportunities and challenges that come with Citizen Science as a research method? Do you explain the research methods in your project outline in a comprehensible manner, taking into account any disciplinary specifics?**	Citizen Science presents unique requirements since the responsibility for the scientific integrity of the project does not rest solely with academic researchers. Often, citizen scientists are significantly involved in data collection, analysis, and communication of results.
 7: DATA, PUBLICATION AND SECURITY	**Have you created a Data Management Plan (DMP)? Is collected data made publicly accessible – unless restricted by data protection policies – following the FAIR-principles?**	As data in Citizen Science projects is generated through a participatory process, the management of data and the question of who "owns" the data should be addressed from the start of the project. A data management plan (DMP) is essential for documenting the entire lifecycle of the data, from collection to publication.
 8: EVALUATION	**Does your Citizen Science project include an evaluation plan? Are citizen scientists and potentially other stakeholders involved in the evaluation?**	Evaluating Citizen Science projects not only improves future initiatives but also reinforces Citizen Science as a scientific method. It's important to include citizen scientists and other stakeholders in the evaluation process to capture different perspectives and success criteria.
 9: CONTRIBUTION	**Are all forms of support, such as financial aid and volunteer work, visibly documented and made transparent?**	As with conventional research projects, in Citizen Science projects, all forms of support should be documented transparently. This includes financial contributions, volunteer work, and other provided resources.
 10: ACKNOWLEDGMENT	**Are citizen scientists acknowledged for their participation in the project? Does this recognition impact the budget, and if so, has it been incorporated into the budget plan? Are citizen scientists informed about the progress and results of the project?**	In Citizen Science projects, appreciating the contributions of citizen scientists is especially important. It is crucial to recognise their involvement in a suitable manner, whether through co-authorship, acknowledgments, certificates, financial compensation, workshops, or other events.

Impressum

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