Citizen science project checklist

This checklist, compiled by the IMPETUS consortium, is meant to give you a quick overview of all the aspects that need to be considered for a successful citizen science project.

- **Aims and challenges**
  - What do you hope to achieve by doing this project?
  - What social, economic, environmental problem are you trying to (contribute to) solve?

- **Scientific framing**
  - What is your research question?
  - How can it be answered through citizen science?
  - Have you identified any research hypotheses that you want to validate?

- **Timeline**
  - Over what time period do you want to carry out your project?
  - What are the concrete results you need to achieve, and in which timeframe?
  - Is there an endpoint/goal, or is it open ended?

- **Stakeholders**
  - Who is affected by and interested in the project and its outcomes?
  - Who would be willing to participate?

- **Roles**
  - Who is doing what in the project?
  - Are they part of the core team?
  - Are they paid or engaging voluntarily, and what does this entail?
  - Are there multiple ways to engage with your project depending on capacity?

- **Resources**
  - What resources do you need to implement your project, and how will you acquire them?

- **Reality check**
  - Are your expectations for your project and your citizen scientists realistic?

- **Ethics**
  - Have you considered the risks your project might pose, and how you mitigate them?
  - What steps have you taken to prevent your project causing harm to your participants and the environment?

- How do you account for the needs, sensitivities and expectations of the stakeholders you are planning to engage?

- **Data**
  - What data do you need to collect to answer your research question?
  - Who will collect and analyse the data, and how?
  - Are you collecting sensitive data (locations, names etc.), and how do you process it safely if you do?
  - Where and how will you store your data?
  - How will you ensure quality in your dataset?
  - Where are you going to publish your data?
  - What kind of licence are you going to use?
  - Do you have consent from your volunteers/citizen scientists?

- **Communication strategy**
  - Have you planned your capacity for communication and dissemination?
  - What will your citizen scientists and the interested public want to find out about your project?
  - Do you have a central point of information that you can link to?

- **Community engagement**
  - Who is in charge?
  - Who should be part of your project community?
  - What methods will you use to reach out to and build the community?
  - What are you doing to make your project open and welcoming for different kinds of social groups?

- **Sustainability**
  - Do you need to make the project work long term?
  - What results or main tools of the project need to remain available after the end of the project, and to whom?
  - Do you think your project community should continue to exist after the project completion? If yes, how can you support this to happen?
  - What resources are needed to keep these available after the end of the project?

- **Impact**
  - How will you move your project from answering your research questions to enabling positive transformation?
  - How will you identify and maximise your scientific, social, economic, political and environmental impacts?
  - How will you assess the impacts generated by your project?
  - How can your project contribute to better policies?
  - Which policy makers would be interested in the results of your project and how do you reach out to them?