FORm - Data Collation Sheet (Readme)   Version   1.1.1

This Excel sheet is provided for detailed experimental data collation.

Please read the following information carefully.

The data **dictionary contains** common terms and agreements on data standardization and harmonization

within the FOR2591 consortium. Adherence to these principles is mandatory for data consistency and quality.

The following Excel-sheet comprises of tabs which may be used for experimental data collection.

It was designed for data harmonization between different labs of FOR2591.

If you find anything odd or have ideas for improvement, don't hesitate in contacting the admin (address hidden).

FORm

Information   This sheet gives basic information on each study.

Please use the "upload section" on www.for.severity-assessment.de/ and complete all

Meta-Data on your study. Further, you are required to provide ARRIVE Guidelines for each

study.

IMPORTANT   Always keep a copy of your uploaded data, e.g., in an Excel-Sheet like this, in case the database

breaks down.

Data N.N.   Please name the tab after your experimental parameter, i.e., "Data body weight" or "Burrowing" etc.

IMPORTANT: Each experimental parameter goes into a SEPARATE tab!

Provide column-wise raw data only.

Each row should have an index, i.e., an animal number etc.

Each column needs a header (character format).

Also, group information or other variables are required for contrasts.

Avoid empty data and provide variables for each animal.

Do not artificially introduce empty rows or columns.

Do not perform any calculations in the data tab.

Do not "make the tab look nice"; just enter pure and raw data.

Do not change the column headers "index" and "treatment".

Ideally, the data tab should contain two fixed columns and time data - nothing more.

Here is an example for raw body weight (%) data:

index	treatment	d0	d1	d2	d3	d4
animal1	Sham	98	100	102	103	99
animal2	Sham	97	101	101	100	101
animal3	Exposure1	101	90	73	85	95
animal4	Exposure1	97	93	70	81	96
…	…	…	…	…	…	…

Each additional parameter gets such a table in a different tab! If you have, i.e., 4 parameters such as

body weight, burrowing, nesting and grimace scale, you would end up with 4 separate tables.

Additional information can go to the SIF tab.

Data X

Add more data tabs if required.

If you feel the need for data transformation or any calculations add another data tab.

BUT: just one tab for each sub-experiment or parameter!

Each corresponding data tab needs the same indices and treatments!

Time series

If you add data as a time series (e.g., daily, weekly or monthly data) they should start at

zero or at a baseline (see example above).

Code each time point either by d, w or m (e.g., d0, d1, d2, d3 etc.) - even if you have other

group-internal names for them.

If you have pre-experimental times, you can indicate this by a minus,i.e., -d3,-d2,-d1,0,d1,d2,d3…)

If day zero and baseline are different, name the baseline column "baseline".

SIF

(S)ample (i)nformation (F)ile

Each index (animal) may have any number of additional entries or variables.

You may even add descriptive comments unter the "comments" column.

Make sure that there is always just 1 entry per field.

If there is more to say, add it to the comments section.

There can be any additional number of variables - just extend the table as needed.

Avoid empty cells.

You may add another SIF, if there are two different raw data sets.

Analysis

This tab is reserverd for **TABULAR** statistical analyses results.

Here, ANOVA tables or t-test results etc. may be stored.

Be clear about the results and write some commentary if necessary.

If possible, provide effect sizes and measurements of precision (SEM, 95% confidence intervals).

Descriptive Plots

Provide plots as extra figures and upload them via the website.

Possible formats are: *.jpeg and *.png (avoid *.tiff files here, they cannot be displayed well in browsers).

Please **DO NOT** include plots in FORm.

Further comments

If there are any information left that cannot be covered by the previous tabs,

they may be stored here. No specific format is required.

Just write what is important.

Thank you and good luck with your research!

Study Information	User Input

General Information

Short title of the experiment	
Name of scientists responsible (r)/involved (i)	
Institute	
Institution	
Basic information	
Species	
Breeder	
Strain	
Sex	
Age start of experiment	
Duration of experiment	
Prospective severity	

Study Information

Specific hypotheses/objectives	
Study design (please provide a short description of the study design)	
Background (please provide information about the background of the study and the hypothesis addressed in your study)	
Main conclusions (please provide a short paragraph with the main conclusion)	
Were the animals for the experiment chosen randomly?	
How?	

Analysis

Statistical methods	
Name units/dimensions of factors	
Are there multiple levels in the experiment? If so, pls name.	
Graphs (do not include figures in here! Upload them as extra *.jpeg files etc.)	

Comments

ARRIVE Guidelines	User Input
Ethical statement	
Experimental procedures	
Experimental animals	
Housing and husbandry	
Allocating animals to experimental groups	
Sample Size	
Blinding procedures	
Experimental outcomes	
Baseline data (characteristics & health status etc.)	
Numbers analysed (inclusion/exclusion)	
Adverse events	
Interpretation/implications	
Funding	
Generalisability/Translation	

Disclaimer	
a) I hereby certify, that the uploaded study data and meta-information follow the mandatory governmental regulations and laws for animal experiments in the country they were conducted. **b)** Also, I assure that ethical guidelines, experimental procedures for severity minimization and the general rules of Good Scientific Practice were followed and can be provided in detail on request. **c)** Further, I concur in the use of the uploaded data by scientists within the consortium FOR2591 for further analysis and publication. **d)** I allow my contact information to be shared within project partners. **e)** If no responsible scientist is provided (r), the first name in the form under the field "Scientists" will be considered responsible. **f)** I am fully aware that I can revoke my approval in written form by contacting the admin. **[YES OR NO]**	
Contact information (email, telephone etc.)	

Data dictionary (example)

Variable	Description	Data type	Coding	Unit	Scale
animal_id	Unique animal index	text			
treatment	Treatment variable information	text			
condition	Further conditions	text			
subgroup	Any more subgroup information	text			
day	Current day number of animal	number			metric
date	Date information (if needed)	text	dd/mm/yyyy		
bw_raw	Raw body weight data	number		g	metric
bw	Normalized body weight data	number		percent (%)	metric
bwc	Body weight change data	number		delta percent (%)	metric
clinscore	Clinical score	number		score (1 to 6)	ordinal
comment	Comment field	text			
and many more	….				