Research repository setup



We organise 30 research items with tags, source dates, consent fields and retrieval instructions.

Who it helps

Product, marketing and strategy leads

The problem to solve

Research loses value when colleagues cannot find an item, tell how current it is or check how it may be reused.

Working through the brief

1. **Collect approved research items**

   Gather the agreed inputs. The sector or research collection, time window and intended decision.

2. **Apply tags and source dates**

   Track “Research item tag” and “Source date” together so the reviewer can connect the source information to the result.

3. **Write retrieval and consent guidance**

   Use the repository to give future research decisions a traceable point of reference.

4. **Check the scope at handover**

   Recruitment, panel costs, incentives and licensed research data are separate.

Worked example

Store an insight with its source, method and reuse limits so a later team can assess its relevance.

Read the service scope / RES-029

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