Overview

Evidence in Governance and Politics (EGAP) is a global research, evaluation, and learning network that promotes rigorous knowledge accumulation, innovation, and evidence-based policy in various governance and accountability domains. EGAP has endorsed the idea of research registration in its statement of principles. The basic idea is that registration of research designs limits the scope for “fishing” and provides a tool for assessing the scope and effects of publication bias.

To that end, the EGAP registry is hosted by the Center for Open Science’s OSF Registries. This collaboration was entered into to increase the sharing of accurate and transparent information on research projects, and allow EGAP registry authors to continue to upload information related to the project post-registration.

This document details and illustrates the workflow to successfully submit a registration to EGAP.
Submit to EGAP’s registry on OSF

[Click here](#) to access the EGAP registry. You must have an OSF account in order to submit to this registry. [Click here](#) to create an account and use [these guides](#) if you need help.

[Click here](#) to learn more about the EGAP registry.

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Start a registration

There are two ways to start a registration or preregistration in the EGAP registry:

- Start an empty registration where you will have a blank slate and can enter information and attach documents as you build out your research plan.
- Start a registration based off a new or existing project or component where their information will sync to start the process. (Learn more about projects by visiting OSF’s [Creating and Managing Projects](#) help guides.)

This guide will walk you through both approaches.

**Note:** If you plan to submit your registration for blinded peer-review, check to make sure that no identifying information is included in either your data plan or attached documents when you submit your registration. After submission, you can [create a view-only link](#) and anonymize your name on the "Registration Overview" page and the "Authors" section of the form. Once you submit a registration, you will not be able to edit or make changes to it.

Start a Registration

To submit to EGAP’s registry, you must be on the [OSF EGAP Registry page](#), or the registry page on [EGAP’s website](#).
Click “Add New” in the navigation bar.

The “Add New Registration” page will appear.
Click “No” for “Step 1: Do you have content for registration in an existing OSF project?” This will be automatically selected when you access the page.

“EGAP registration” should automatically be selected for you.
Click “Create draft”, and the registration draft will appear. Now, you can begin filling in the contents of your research project as you develop them. An email containing the link to this registration draft will be sent to your OSF affiliated email address.

**Important**: Save this link to access your draft registration.
Start a Registration with an existing Project or Component

To submit to EGAP's registry, you must be on the OSF EGAP Registry page, or the registry page on EGAP's website.

Click “Add New” in the navigation bar.
The “Add New Registration” page will appear.

Click “Yes” for “Step 1: Do you have content for registration in an existing OSF project?” This will display a project dropdown.
Click the “Select your project” dropdown to display a list of your projects.

Select the project that has the metadata and files you want to associate with the registration for “Step 2: Which project do you want to register?”

“EGAP registration” should automatically be selected for you.
Do you have content for registration in an existing OSF project?

STEP 2
Which project do you want to register? *

Select your project

If your project includes components, you can select which components to include or exclude at the end of the registration.

STEP 3
Which type of registration would you like to create? *

EGAP Registration

Create draft

Click “Create draft”, and the registration draft will appear. Now, you can begin filling in the contents of your research project as you develop them. An email containing the link to this registration draft will be sent to your OSF affiliated email address.

Important: Save this link to access your draft registration.
Edit your Registration

Fill out each page of the registration form. Please note that the registration form is now split between 4 pages and a review page. You can navigate between them by clicking either section name or the buttons in the upper right-hand corner of the page.

On the final page, please upload any project files (for example, your pre-analysis plan, survey, or other documentation), along with any DeclareDesign objects if you have used that as you designed your evaluation.
Register Your Registration

You can submit your registration once the draft is completed. Registration includes two processes: submission and archiving. Submission includes the steps to submit a registration which is slightly different depending on if you started a blank registration without a project or started it from a project or component. Archiving includes the steps of contributor approval and storing the submission in the OSF database. Use the sections below to navigate to the appropriate section.

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Submitting your registration

Archiving your registration

Submitting your registration

When you get to the last page in your form, click the “Review” button.
A preview of your form will appear.
Review your answers. If you see anything you want to change, click the section headers (1) in the left panel or the “Back” button (2) on the top right of the page to go to that section.

Click the “Register” button when you’re ready.
A modal will appear.

If you are registering from a project, you will be asked if you want to include any components. This will not be displayed if you created a blank registration or if your project did not contain any components.

Read and ensure you are comfortable with the contents within the modal. Afterwards, decide if you want to make your registration public or embargoed.
**Embargo**

Selecting “Enter registration into embargo” will display a “Choose embargo end date” button.

Select the “Choose embargo end date” button to display a calendar modal. Select a date that the embargo will end and the registration will be made public. You can embargo it for up to four years.
Public

Selecting “Make registration public immediately” will display the “Create DOI” checkbox. Select the checkbox if you want to associate a DOI with your registration. Note, DOIs will be automatically minted starting Summer 2021.
Then, click the **Submit** button to start the archiving process of your submission.

Clicking “Submit” will take you to the pending page. If you started a blank registration ([read more](#)), a project will be made available for you to support your project needs and collaboration regardless if the registration is approved or not.
Archiving your Registration

When a project is submitted, all admin contributors on the project are notified via email and given the chance to approve or cancel the registration. Admin contributors have 48 hours to approve or cancel the submission.

The registration goes into effect if one of the following criteria are met:

- All admin contributors have approved the submission
- 48 hours have passed (whichever comes first)

If one admin contributor disapproves the registration, the submission will be cancelled and it will be returned as a draft. You will be notified via email if an administrator disapproves the registration.
Moderation

EGAP moderates its submissions and withdrawal requests it receives from authors or researchers. In other words, moderators review the contents of each submission and withdrawal request to determine if it aligns with what is acceptable based on its policies and procedures.

Submission and Withdrawal Request Process

Preregistrations, registrations, and withdrawal requests follow the same moderation process and is summarized in the diagram below. After the admin contributors approve their request, the document is sent to the branded registry for moderation and contributors are notified by email. The moderator then decides whether or not to accept the request. Once the decision has been made, contributors are notified of the decision and moderator comments, if provided, by email.

Forced Withdrawals

EGAP moderators reserve the right to forcibly withdraw any registration or registration that violates its policies. Contributors will be notified by email of the withdrawal and its reasoning, if provided.
Update Your Registration

It’s open science best practice to review and analyze your research plan prior to submission. However, you can update your registration if it does not accurately reflect your research plan. The method you choose to update your registration depends on if it is important to keep the timestamp of the original registration. For example, if you notice a mistake in your registration after you have started to collect data for your project, then the timestamp is important. However, if you notice a mistake for you started the recruitment process, then the timestamp is irrelevant.

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- Update my registration when the timestamp is important
- Update my registration when the timestamp is irrelevant

Update my registration when the timestamp is important

When the timestamp is important, you need to update your registration in a way that readily conveys what was changed, when it was changed, and why.

Start a new registration the same way the original was started. To learn how to start a new registration, our guide [Start a Registration <link to guide>] will walk you through the steps.

In the title field, name the new registration in a way that will make it searchable with the previous registration, but will illustrate that a change was made (ex. “CO2 Effects on Global Warming - Addendum”, “CO2 Effects on Global Warming - 02.12.27”, etc).
For the fields that will remain unchanged, enter text that redirects readers to the original registration.
For the fields that will change, enter the revisions or updates and why the change was needed.

**Update my registration when the timestamp is irrelevant**

This process is cleaner as it keeps all the relevant information within a single registration.

Start a new registration. To learn how to start a new registration, check out the [Start a Registration](#) section.

Fill out the registration similar to the original, but include the revisions you need to make. Read [Edit Your Registration](#) to learn more.

Submit the registration. This will begin the archiving process, and you can read more about it in [Submitting your registration](#).

Once the new registration is approved, withdraw the previous registration. In the withdrawal process, you will be asked to give a reason for the withdrawal. Detail why you are withdrawing the registration and provide a link to the new one. Read OSF’s [Withdraw a Registration](#) help guide and follow the steps to successfully withdraw a registration.