Data Deposit Form

Emory University is partnering with the Odum Institute for Research in Social Science at the University of North Carolina at Chapel Hill to encourage Emory researchers to deposit their data with the Dataverse Network hosted at the Institute. The Dataverse Network is an open source application that facilitates the ability to publish, share, reference, extract and analyze research data. It helps to make research data available to other researchers globally, while also allowing data producers to maintain control over data accessibility. Researchers, authors, publishers, data producers and distributors, and affiliated institutions all receive appropriate credit. Depositing data with the Dataverse Network will support the preservation, discoverability and accessibility of data produced by the research community at Emory.

Data on any academic topic are welcome. Data archived with the Dataverse Network will be made available through a web-accessible repository at no cost to depositors or users. Benefits to depositors include incorporation of deposited data in the Dataverse Network’s online catalog of holdings and, for appropriately formatted numeric data, online statistical analysis.

Only clean, machine-readable data with complete and accurate documentation can be accepted. All personally identifying information (e.g., names, address, phone numbers, etc.) must be removed from the data prior to deposit. If depositors wish their data to be available for online statistical analysis, fully documented SPSS, SAS, or Stata files containing variable and value labels are preferred. Raw data files are also acceptable if complete file layout information is also provided.

A printed or electronic copy of the signed Data Deposit Form must accompany all data contributions. Part I of the form is a statement of agreement, which gives the Odum Institute and its partners permission to disseminate the deposited data. **Parts II-VII are not required if you are self-archiving (i.e., directly depositing your data into the Dataverse)**; there will be related sections in the study description metadata in Dataverse. Part II covers information needed to insure that you or your organization receives proper acknowledgement. Parts III and IV ensure that we have an accurate description of the data, as well as the study design and methodology for the Odum Institute's online data catalog. (Parts III and IV should be completed for *each* study to be deposited with the Institute since some of this information will differ for each file. Where information is the same, you may reference previous sheets or simply use your word processor to cut and paste information.) Part V covers data format and computer configurations necessary to read the data. Part VI addresses data sensitivity and use restrictions. Part VII provides an opportunity to report any other information about the data not covered in previous sections.

If you have questions about preparing your data for deposit, please contact:

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| **EMORY:****Jennifer Doty****Research Data Librarian****Emory University****404-727-0498****jennifer.doty@emory.edu****http://web.library.emory.edu** | **ODUM:****Jonathan Crabtree****Assistant Director for Archives and Information Technology****919-428-6112****Jonathan\_Crabtree@unc.edu****http://www.odum.unc.edu** |

Data Deposit Form for Emory University

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| **PART I – DATA DEPOSIT AGREEMENT** |
| All data provided pursuant to this Data Deposit Form are subject to the Data Deposit Agreement (“Agreement”) executed between the Odum Institute for Research in Social Science and Emory University on behalf of Emory affiliated faculty, students, and staff (“Emory Users”).Please sign below. By signing, you agree to the following:* You own the data collection and/or you have secured permissions to make it publicly available through the Odum Institute Dataverse Network, and you agree to comply with the Dataverse Network Account Terms of Use, as included in the network account creation process.
* In preparing this data collection for archiving and public distribution, you have removed all information directly identifying the research subjects in these data, and have used due diligence in preventing information in the collection from being used to disclose the identity of research subjects. You affirm that these data do not contain any sensitive, confidential or proprietary information that you desire or are required to keep confidential.
* The Odum Institute and the University of North Carolina at Chapel Hill assume no liability from the Agreement for claims arising out of any legal action concerning identification of research subjects, breaches of confidentiality, or invasions of privacy by or on behalf of said subjects, or for any loss of or damage to deposited data collections.
* The Odum Institute has the right to use the data collection for the following purposes, without limitation:
	+ To disseminate this data collection under Odum’s standard terms of use, including the sharing of data with the partners of the Data-PASS project for the purpose of preservation and future access.
	+ To promote and advertise the data collection in any publicity and form
	+ To describe, catalog, validate and document the data collection
	+ To incorporate metadata or documentation in the data collection into public access catalogues
	+ To store, translate, copy, or re-format the data collection in any way to ensure its future preservation and accessibility
* You may voluntarily withdraw your data at any time, provided you give Emory University written notification. Odum Institute shall provide you with a copy of your data and remove such data from its public repository. Odum Institute reserves the right to retain one copy of such data after removal solely for preservation purposes unless you inform Odum Institute otherwise.
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| Printed Name and TitleClick here to enter text. |
| Institutional AffiliationClick here to enter text. |
| Signature | DateClick here to enter text. |

**Note: If you are self-archiving (i.e., directly depositing data into the Dataverse), you do not need to submit Parts II-VII.**

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| **PART II – DONOR INFORMATION** |
| Name of depositor (i.e., person or organization depositing data)Click here to enter text. |
| Complete address for depositorClick here to enter text. | TelephoneClick here to enter text. |
| FaxClick here to enter text. |
| EmailClick here to enter text. |
| Web site URLClick here to enter text. |
| Name of contact person for the data (if different from depositor)Click here to enter text. |
| Complete address for contact personClick here to enter text. | TelephoneClick here to enter text. |
| FaxClick here to enter text. |
| EmailClick here to enter text. |
| **PART III – BIBLIOGRAPHIC INFORMATION** |
| Descriptive title of the data. Give complete meaning of acronyms, if used, and include time periods that the data cover (e.g., Harris 1989 Environmental Survey, or Fall 2001 Carolina Poll).Click here to enter text. |
| Description of data contents. Please provide a brief summary outlining the contents of the data file. Indicate the following as appropriate: purpose and scope; time period; areas of investigation (e.g., election, health, education, etc.); and any other special characteristics.Click here to enter text. |
| Subject terms. Please provide three or more subject terms that reflect the contents of the data. These descriptive terms will be used as subject categories in the Odum Institute's online data catalog.Click here to enter text. |
| Agency or agencies that sponsored or funded the collection or compilation of the data, including the grant number(s), if applicableClick here to enter text. |
| Principal investigator(s) and organizational affiliation at time of data collection. If multiple principal investigators, give proper name order.Click here to enter text. |
| Data producer (e.g., organization responsible for bringing the data to its final computerized form, if different from depositor)Click here to enter text. | Location (city/state) of data producerClick here to enter text. |
| Is this is a new edition or special version of the data file? [ ]  **Yes** [ ]  **No** If **Yes**, note edition number and date, and give appropriate details.Click here to enter text. |
| Are these data part of an ongoing series, or will these data be replicated in the future? [ ]  **Yes** [ ]  **No** If **Yes**, specify frequency of updates. Click here to enter text. |
| **PART IV - STUDY DESIGN AND METHODOLOGY** |
| In answering the questions in this section, you may attach and refer to a methodology statement for the study. If you attach a sheet, please refer to page numbers where the particular item of information can be found (e.g., see methodology statement, page 4). |
| Are you attaching a study design and/or methodology statement? [ ]  **Yes** [ ]  **No**If **No**, enter your study design and methodology statement.Click here to enter text. |
| Type of data (e.g., survey, aggregate, census/enumeration, experimental, event/transaction, etc.)Click here to enter text. | Universe (please describe, including geographic coverage)Click here to enter text. |
| Method of collection and how administered (check all that apply):[ ]  Face-to-face interview[ ]  Telephone interview[ ]  RDD (random digit dialing)[ ]  CATI (computer-assisted telephone interviews)[ ]  CAPI (computer-assisted personal interviews) | [ ]  CASI (computer-assisted self-administered)[ ]  Mail questionnaire[ ]  Self-administered questionnaire[ ]  Web survey[ ]  Other (Specify): Click here to enter text. |
| Eligibility criteria/respondent inclusion and exclusion criteriaClick here to enter text. |
| Sampling techniques/procedures (e.g., stratified, random sample, etc.)Click here to enter text. |
| How many distinctly different samples are included in the data set? Describe if more than one.Click here to enter text. |  Can the multiple data sets be used separately for analysis? [ ]  **Yes** [ ]  **No** |
| Date(s) of data collectionClick here to enter text. |
| Response rate. Describe method of calculation or provide complete information on distribution of final disposition of case codes.Click here to enter text. |
| Describe procedures for data cleaning including methods and rules for data edits. Enclose any data cleaning documentation if available.Click here to enter text. |
| Does the data set contain a weight variable that we should use to report frequencies?[ ]  **Yes** [ ]  **No** If **Yes**, what is the name used for the weight variable? Click here to enter text. |
| [ ]  Are the data you are sending us **already weighted** using the variable above?  **OR**[ ]  Are the data you are sending us **unweighted**? |
| Please describe the calculation of the weight variable (e.g., the variable WTVAR is the number of people 18 or older in the household [PEOPLE], divided by the statistical mean of [PEOPLE]) and provide the criteria for applying the weight.Click here to enter text. |
| Source(s) of data (if derived from another data file or from a printed source)Click here to enter text. |

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| **PART V - DATA FORMAT AND DOCUMENTATION** |
| For each data file or set of files based on a single questionnaire, please send us an electronic version of the questionnaire if at all possible. If the questionnaire is available only in printed form, we will accept it, but it will slow processing of the file considerably. |
| Data format:[ ]  ASCII (include data layout for all raw files)\*[ ]  MS Access[ ]  MS Excel[ ]  SAS | [ ]  SPSS[ ]  Stata[ ]  Other (Specify): Click here to enter text. |
| \* If possible, please send us the raw data file *in addition to* a processed file. |
| Questionnaire file type: [ ]  MS Word (.doc, .docx)[ ]  PDF[ ]  TXT (.txt) | [ ]  WordPerfect (.wpd, .wp7) [ ]  Other (Specify): Click here to enter text. |
| Are open-ended (text answer) questions included in the data file? [ ]  **Yes** [ ]  **No** If **Yes**, please indicate whether:[ ]  Master codes are provided[ ]  Full text of responses is in data file[ ]  Other (Specify): Click here to enter text. |
| Please indicate whether reports or articles based on the data set:[ ]  are enclosed (optional) **OR**[ ]  references to reports are provided (optional) |
| **PART VI - DATA SENSITIVITY** |
| Has de-identification been performed on the data set? [ ]  **Yes** [ ]  **No**If **Yes**, describe the process of de-identification and rules/decisions made.Click here to enter text. |
| Do use restrictions/requirements (e.g., access restricted to authorized personnel, access requires written permission, etc.) apply? [ ]  **Yes** [ ]  **No**If **Yes**, describe use restrictions/requirements.Click here to enter text. |
| **PART VII – OTHER INFORMATION** |
| What else should one know about these data or the study?Click here to enter text. |

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| **DATA DEPOSIT CHECKLIST** |
| Please use the checklist below to ensure that all required materials are included in your data deposit submission. Please use descriptive file names for your data deposit submission. |
| **One copy per donor/depositor (of one or more studies/data files):** Data Deposit Form Part I – Data Deposit Agreement **(required)** Data Deposit Form Part II – Donor Information (optional)**One copy *per study or data file* submission:** Data Deposit Form Parts III, IV & V Data file (SPSS, SAS, or Stata format, if possible) Data file in raw format (desired, but optional unless above formats are unavailable) Questionnaire (in electronic form if possible; print form accepted if electronic form is unavailable) File layout (if raw format deposited) Study description/ methodology statement (preferred, but optional) Codes for open-ended/text answers if included in data file  Reports or articles based on data set (optional) References to reports based on data set (optional) Other materials to assist secondary data analysis (e.g., codebook) or catalog creation (e.g.,  abstract) |

**All forms and files should be sent directly to:**

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| **Jennifer Doty****Research Data Librarian**Robert W. Woodruff Library, Emory University540 Asbury CircleAtlanta, GA 30322jennifer.doty@emory.edu404-727-0498 |