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**ISSDA** **Data Deposit Form**

**Instructions for completing ISSDA Data Deposit Form:**

This form should be completed by the Depositor and returned to ISSDA via email to [issda@ucd.ie](mailto:issda@ucd.ie), together with the relevant **ISSDA Deposit Licence Agreement**.

Before completing this form, please contact ISSDA to discuss any queries you may have.

Please ensure you have consulted the guidance outlined on the [Data Deposit](http://www.ucd.ie/issda/deposit) section of the ISSDA website, in particular the Collection Development Policy and File Format Policy.

The fields in this form correspond to **Data Documentation Initiative (DDI)**, an international metadata standard for Social Science research data. Mandatory fields are marked with an \* and must be filled in, all other fields are Recommended and should be filled in where possible. Where possible please refer to the **Controlled Vocabularies** indicated for individual fields.

**Section 1: Bibliographic Information**

|  |  |
| --- | --- |
| Dataset Title[[1]](#footnote-1)\* |  |
| Study Group Name, e.g. Labour Force Survey |  |
| Language of the Dataset |  |
| Dataset Alternative Title, e.g. Acronym |  |
| Abstract[[2]](#footnote-2)\* |  |
| Study Topic[[3]](#footnote-3)\* |  |
| Keywords[[4]](#footnote-4) |  |

**Section 2: Responsible Parties**

**Depositor(s):** Person(s) or organisation(s) depositing the data collection to ISSDA; usually – but not always – the Licence Agreement signatory. Please supply the name(s) of one or more persons who can be contacted if the ISSDA needs to consult with you or clarify any matters concerning the data supplied. Please copy and paste the table below to input details of all depositors, where necessary.

|  |  |
| --- | --- |
| Depositing Organisation\* |  |
| Represented by\* |  |
| Address |  |
| Email\* |  |
| Phone number |  |

**Principal Investigator(s):** Principal investigators are the main researchers involved in producing the data. Please copy and paste the table below to input details of all principal investigators, where necessary.

|  |  |
| --- | --- |
| Principal Investigator |  |
| Principal Investigator Organisation |  |
| Principal Investigator Email |  |
| Principle Investigator ORCHID ID |  |

**Contributor(s):** A contributor is a person(s) or organisation(s) that is responsible for collecting, managing, distributing or otherwise contributing to the development of the dataset. It is any kind of contributor to the dataset, that is NOT the principal investigator - e.g. data collector, data manager, project manager, sponsor etc. Please copy and paste the table below to input details of all contributors, where necessary.

|  |  |
| --- | --- |
| Contributor |  |
| Contributor Organisation |  |
| Role of Contributor |  |
| Contributor Email |  |

**Funding Information:** Please provide the names of any person(s) or organisation(s) that funded the research or creation of the dataset, with grant numbers, where relevant. Please copy and paste the table below to input details of all funding organisations, where necessary.

|  |  |
| --- | --- |
| Funding Organisation |  |
| Grant Title |  |
| Grant Number |  |

**Section 3:** **Methodical Information**

|  |  |
| --- | --- |
| Time Method[[5]](#footnote-5) |  |
| Study Area as a Country[[6]](#footnote-6) |  |
| Universe/ Population[[7]](#footnote-7) |  |
| Unit of Analysis[[8]](#footnote-8)\* |  |
| Type of Sampling Procedure[[9]](#footnote-9) |  |
| Sampling Procedure (freetext)[[10]](#footnote-10) |  |
| Mode of Data Collection[[11]](#footnote-11)\* |  |
| Data Collection Period Start Date[[12]](#footnote-12) | YYYY-MM |
| Data Collection Period End Date[[13]](#footnote-13) | YYYY-MM |

**Dataset Version**: If this this deposit is an update to an existing dataset please give details.

|  |  |
| --- | --- |
| Reason for versioning the study[[14]](#footnote-14) |  |

**Section 4: Data and Documentation**

**Data**: Please provide information for each data file (multiple formats are preferred e.g. SPSS, SAS, Stata). Please refer to ISSDA’s [File Format Policy](https://www.ucd.ie/issda/aboutus/policy/). Please copy and paste the table below to input details of all data files, where necessary.

|  |  |
| --- | --- |
| Data Filename |  |
| Data File Description |  |
| Data File Software |  |
| Dataset File Checksum Value, if available |  |

**Documentation**: Please provide information for each item of documentation provided to support interpretation of the dataset, e.g. questionnaires, codebooks, coders’ instructions, interviewer instructions, project description, project reports, user guide, blank consent form etc. Please copy and paste the table below to input details of all documents, where necessary.

|  |  |
| --- | --- |
| Document Filename |  |
| Document Title |  |
| Document Description |  |
| Document Format |  |

**Publications**: Information on publication(s) that is/are related to the dataset, e.g. journal articles,

monographs, chapters in books, etc. Please copy and paste the table below to input details of all publications, where necessary.

|  |  |
| --- | --- |
| Publication Title |  |
| Publication Year [YYYY] |  |
| Publication Citation |  |
| Publication DOI[[15]](#footnote-15) or URL if no DOI exists |  |

**Section 5:** **Data Transfer**

How are you sending the data and documentation files?

☐ Via email to issda@ucd.ie

☐ Via secure electronic transmission

☐ Via HEAnet FileSender (please contact ISSDA and we can arrange a Guest Voucher)

1. The title should reflect the nature and subject of the data collection and include a date, e.g. The Irish Longitudinal study on Ageing (TILDA) Wave 5, 2018. [↑](#footnote-ref-1)
2. Please give the user a clear sense of what the study is about. The focus should be on questions such as the purpose of the study, the major topics covered, and what questions the PIs attempted to answer when they conducted the study. [↑](#footnote-ref-2)
3. Topic refers to the broad topic, theme or subject of the dataset. More than one topic can be used for classifying a dataset. Broader topic terms should only be used if no narrower terms are applicable. Where possible please select topics from [CESSDA Topic Classification](https://vocabularies.cessda.eu/vocabulary/TopicClassification?lang=en). [↑](#footnote-ref-3)
4. Keywords specify the content of the study and can cover more discrete content than Topic. Where possible please select keywords from the [European Language Social Science Thesaurus (ELSST)](https://thesauri.cessda.eu/elsst-3/en/). [↑](#footnote-ref-4)
5. Describes the time dimension of the data collection. Where possible please select time method from [DDI Controlled Vocabulary for Time Method](https://ddialliance.org/Specification/DDI-CV/TimeMethod_1.0.html). [↑](#footnote-ref-5)
6. Country in which the study took place. [↑](#footnote-ref-6)
7. Information about the characteristics of the group or units (population) of the study, e.g. single mothers in Dublin [↑](#footnote-ref-7)
8. Describes the type of units in the dataset, e.g. individual, organization. Where possible please select time method from [DDI Controlled Vocabulary for Analysis Unit](https://ddialliance.org/Specification/DDI-CV/AnalysisUnit_1.0.html). [↑](#footnote-ref-8)
9. Type of sampling procedure used for data collection. Where possible please select use [DDI Controlled Vocabulary for Sampling Procedure](https://ddialliance.org/Specification/DDI-CV/SamplingProcedure_1.1.html), which includes a typology of sampling methods. [↑](#footnote-ref-9)
10. Freetext description of the type of sampling procedure used for data collection. This field can be used where additional information needs to be provided that cannot be covered with the categories of the DDI Sampling Procedure Controlled Vocabulary. [↑](#footnote-ref-10)
11. Description of the method of data collection - the procedure, technique, or mode of inquiry used to attain the data. Where possible please select [DDI Controlled Vocabulary for Mode Of Collection](https://ddialliance.org/Specification/DDI-CV/ModeOfCollection_3.0.html). [↑](#footnote-ref-11)
12. Start of data collection (if there are multiple start dates, use the first date). Please use the format YYYY-MM-DD e.g. 2018-03-24 [↑](#footnote-ref-12)
13. End of data collection (if there are multiple end dates, use the last). Please use the format YYYY-MM-DD e.g. 2018-03-24 [↑](#footnote-ref-13)
14. Textual description of the rationale/purpose for the version change [↑](#footnote-ref-14)
15. A digital object identifier is a persistent identifier or handle used to uniquely identify objects. [↑](#footnote-ref-15)