DATA DEPOSIT FORM

# Contents

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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** section of the ISSDA website, in particular the Collection Development Policy and File Format Policy: [www.ucd.ie/issda/deposit](http://www.ucd.ie/issda/deposit)

## Responsible Parties

#### Depositor/s

*Person/s / organisation/s depositing the data collection to ISSDA; usually – but not always – the Licence Agreement signatory:*

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| **Forename Surname Affiliation Address Tel. Email** |
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#### Data creator/s

*Person/s / organisation/s responsible for the creation of the data, often the Principal Investigator/s of the research:*

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| **Forename Surname Affiliation Address Tel. Email** |
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#### Data collector/s

*Person(s) / organisation(s) responsible for the collection or extraction of data, especially where this task has been contracted out to specialist data collection agencies:*

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| **Forename Surname Affiliation Address Tel. Email** |
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#### Funding

*Please provide the names of any person/s or organisation/s that funded the research or creation of the data collection, with grant numbers, where relevant:*

|  |  |
| --- | --- |
| **Funding organisation / source** | **Grant number** |
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| Other contact details*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:* |  |

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| **Forename Surname Affiliation Address Tel. Email** |
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#### Copyright

*Please supply a statement outlining to whom any copyright belongs:*

#### Other acknowledgements

*Please list the names of any other person/s or organisation/s responsible in any significant way for this data collection and indicate their role:*

## Collection Description

#### Title of the Data Collection

The title should reflect the nature and subject of the data collection and include a date, e.g. Household Budget Survey, 2009-2010

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#### Description or Abstract

Please give the user a clear sense of what the study is about (max. 300 words). 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. Note that you should avoid attempting to address issues of how the data might be used, who might be interested in the data, or any evaluative comments about the worth or usefulness of the study.

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#### Population

Provide information about the characteristics of the group or units studied, e.g. single mothers in Dublin:

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#### Observation units

Categorise the characteristics of the population studied; select from list:

|  |  |
| --- | --- |
| [ ]  | Individual |
| [ ]  | Families / Households |
| [ ]  | Institutions / Organisations |
| [ ]  | Other, please specify:  |
| Temporal coverageDates of fieldwork*Format is MM/YYYY*From:To:Other:

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Time dimension[ ]  Cross-sectional one-time study[ ]  Follow-up to cross-sectional study (e.g. longitudinal); please specify number of follow-ups:[ ]  Repeated cross-sectional study; please specify how many and how often:[ ]  Panel study[ ]  Cohort study[ ]  Time series[ ]  Other, please specify:

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Geographical CoverageCountry:Region:County:Town:Administrative unit:Other geography: |  |

#### Methods of data collection

Select from list or provide free text using the “other” box:

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| --- | --- |
| [ ]  | PAPI (Paper and Pencil Interviewing): With interviewer (face to face, telephone or other) |
| [ ]  | PAPI (Paper and Pencil Interviewing): Self-completion (distributed by post, email or other) |
| [ ]  | CAPI (Computer Aided Personal Interviewing) |
| [ ]  | CATI (Computer Aided Telephone Interviewing) |
| [ ]  | CASI (Computer Assisted Self Interviewing). Survey Monkey etc. |
| [ ]  | Compilation or synthesis of existing material |
| [ ]  | Other, please specify: |

#### Is this deposit a new edition or update?

[ ]  New edition

[ ]  Update

#### If a New Edition, please provide details:

#### Related Data Collection/s

If the data collection is derived from or uses existing data collections, please provide details b

**If the data collection is derived from or uses existing data collections, please provide details below:**

#### Links to Website and Publications

Please supply the URL/s of any website containing relevant information, or any relevant publications to which ISSDA can link:

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#### Subject Categories

Please indicate the broad substantive topics of the data collection’s content, e.g. Health, Accommodation, Children. Please refer to the UK Data Archive’s list of subject terms to assist you (“Hasset Browser”): <https://hasset.ukdataservice.ac.uk/>

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## 3. Data and Documentation: Files’ Description

**Data**

*Please provide information for each data file (multiple formats are preferred e.g. SPSS, SAS, Stata):*

|  |  |  |
| --- | --- | --- |
| **File name** | **File format/s** | **Contents of file** |
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#### Documentation

*E.g. questionnaires, codebooks, coders’ instructions, interviewer instructions, project description, project reports, user guide, blank consent[[1]](#footnote-1) form etc.*

*Please provide details for each documentation file:*

|  |  |  |
| --- | --- | --- |
| **File name** | **File format/s****(preferably PDF)** | **Contents of file** |
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## Details of methodology and sampling procedures

**The provision of information in this section is important if the data are to be analysed correctly.**

#### Data collection: was your survey:

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| --- | --- |
| [ ]  | Based on volunteers, a wide invitation to log onto a computer survey, a snowball sampling method or other technique where you do not know the size of the population from which the sample was drawn. |
| [ ]  | Based on a pre-defined sampling frame or frames from which the sample was drawn. This would include a census where you studied everyone in the population/sampling frame. If so please tick all of the following that apply:[ ] Random, meaning that at some or all stages of the sampling simple random sampling (or equivalent was employed)[ ]  Multistage, meaning that some groups were initially chosen, and then subgroups from these? [ ]  Stratified, meaning that you sampled separately from different strata in the population/sampling frame (to get a sample whose numbers reflect the distribution of the strata in the population, or to specifically over or under represent some strata in your sample)[ ]  Cluster, meaning that at some stage in the sampling you sampled everyone in a particular group. |

|  |  |
| --- | --- |
| Please describe your sampling method in detail. In particular identify the sampling frame(s) from which the sample was taken. Identify the different stages, the strata and cluster definitions and the method used to choose the sample (random, systematic), or the method used to inform people that they could volunteer.

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If you employed stratified, multistage or cluster sampling, ensure that the variables defining the strata/clusters are included in the database. Detail these variables here: |

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If you used a weighted analysis, without using one of the complex survey procedures describe the weights, how they were derived, and include the weights in the database:

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If you used a special complex survey procedure for the analysis, please give examples the syntax used to generate the analysis sample (in SPSS, SAS, STATA or whatever) and description of weights used. These weights should be included in the database:

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Please give information about the response rate. Give the number of valid observations in the database and the non-response (at each stage). A flow-chart diagram would be useful here:

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## Data Transfer

How are you sending the data and documentation files?

[ ]  By email to issda@ucd.ie

[ ]  By Institutional Google Drive

[ ]  Via secure electronic transmission

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

1. Blank consent form will be archived with the data but will not be made available to the End User unless they request to see it. [↑](#footnote-ref-1)