

# THE ODUM INSTITUTE

FOR RESEARCH IN SOCIAL SCIENCE

## Odum Institute Data Archive DATA DEPOSIT FORM

The Odum Institute for Research in Social Science at the University of North Carolina at Chapel Hill encourages researchers to submit their data to the Odum Institute Data Archive for deposit. The Odum Institute Data Archive welcomes contributions of data on social science or data produced from studies in other disciplinary domains that include a social component. The Data Archive is actively building its collection of state polls and data that focus on topics relevant to the Southern regions of the United States. The Data Archive also prioritizes data considered to be at risk of being lost.

Data included in the Odum Institute Data Archive are made publicly available on the UNC Dataverse web-accessible repository platform at no cost to depositors or users. Additional benefits to depositors include: archival preservation for long-term storage, access, and use; full text based search for enhanced discoverability; and automatic generation of formal data citations with persistent identifiers.

Only clean, machine-readable data accompanied by complete information required for appropriate interpretation and reuse of the data will be accepted. Direct and indirect identifiers (i.e., personally identifiable information (PII) and protected health information (PHI)) must be removed from the data prior to deposit. In addition, data subject to European Union data privacy laws or equivalent contractual restrictions must be removed prior to deposit. The Odum Institute Data Archive accepts a variety of file formats, but prefers fully documented IBM SPSS (.sav or .por), Stata (.dta), R (.RData), or Microsoft Excel (.xlsx) files that contain full variable and value labels. We will also accept raw text data files if complete file layout information is provided. The Odum Institute Data Archive strongly encourages depositors to review the information on Preparing Files for Archiving and Sharing [<https://odum.unc.edu/archive/uncdataverse/>].

**A printed or electronic copy of the Data Deposit Form must accompany all data contributions.** Part I. Data Deposit Agreement is a statement of agreement, which grants permission to the Odum Institute Data Archive and its partners to disseminate the data and perform necessary data curation processes for purposes of long-term preservation. Part II. Data Description collects information on the data to ensure the depositor receives proper acknowledgement and that the descriptions of the data are complete and accurate. Part III. Terms of Use addresses potential limitations on access and use of the data due to issues related to copyright/intellectual property, data sensitivity, technical limitations, or other concerns affecting allowable uses of the data.

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

Thu-Mai Lewis Christian  
Assistant Director for Archives  
919-962-6293  
[tlchristian@unc.edu](mailto:tlchristian@unc.edu)

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## I. DATA DEPOSIT AGREEMENT

Please read and sign below. By signing, you give the Odum Institute Data Archive assurance of the following:

- I give permission for these data to be used and/or re-disseminated in any lawful manner or form by the Odum Institute Data Archive, including the sharing of the data with the partners of the Data Preservation Alliance for the Social Sciences (Data-PASS) [<http://www.data-pass.org/>] for the purpose of long-term preservation, access, and use of the data. For clarity, permitted uses of these data include, but are not limited to, any lawful method of transmission, analysis, processing, translation, publication, copying, or storage.
- I hold the copyright and all other applicable intellectual property rights to this work, and I have the legal authority and capacity to make it publicly available through the Odum Institute Data Archive and Data-PASS members.
- In preparing these data for archiving and public dissemination, I have removed all information that directly or indirectly identifies any research subject represented in the data. I am not submitting personally identifiable information (PII), protected health information (PHI), or information subject to European Union data privacy laws or similar contractual restrictions.
- I agree to indemnify, release, and hold harmless the Odum Institute Data Archive, the Odum Institute, the University of North Carolina at Chapel Hill, and their faculty, staff, students, contractors, partners, affiliates, and other associated entities and personnel, from and against any and all liability, loss, cost, expense, or damage from any claim or legal action arising from or concerning: (i) any identification of a research subject, any breach of confidentiality, or any invasion of privacy of said subject(s); (ii) any infringement of any intellectual property or other right of any person or entity by me or by a third party acting or purporting to act on my behalf; or (iii) any other use or misuse of the Odum Institute Data Archive or any associated service or resource by me or by a third party acting or purporting to act on my behalf. I also acknowledge that the Odum Institute Data Archive is not liable for any loss of or damage to deposited data.
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  - To describe, catalog, validate, and document the data
  - To incorporate metadata or documentation for the data into public access catalogs
  - To store, translate, copy, or re-format the data in any way to ensure its long-term preservation and future accessibility

- I have read, understood, and agree to the UNC Dataverse Terms of Use [\[http://www.odum.unc.edu/files/2017/05/Policy\\_UNCDataverseTermsofUse\\_201705.pdf\]](http://www.odum.unc.edu/files/2017/05/Policy_UNCDataverseTermsofUse_201705.pdf), which are incorporated herein by reference.
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Printed name and title

Institutional affiliation

Signature

Date

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II. DATA DESCRIPTION	
Depositor name (Person or organization depositing data)	
Depositor address	Depositor telephone
	Depositor email
Author (Person or agency responsible for creating the data)	
Author affiliation	Author identifier (e.g., ORCID)
Contact name	
Contact affiliation	Contact email
Dataset title	
Dataset description	
Subject(s) <input type="checkbox"/> Mathematical sciences <input type="checkbox"/> Physics <input type="checkbox"/> Chemistry <input type="checkbox"/> Computer and Information Science <input type="checkbox"/> Astronomy and Astrophysics <input type="checkbox"/> Business and Management <input type="checkbox"/> Arts and Humanities	<input type="checkbox"/> Other <input type="checkbox"/> Medicine, Health, and Life Sciences <input type="checkbox"/> Earth and Environmental Sciences <input type="checkbox"/> Social Sciences <input type="checkbox"/> Engineering <input type="checkbox"/> Law <input type="checkbox"/> Agricultural Sciences
Keyword(s)	
Related materials (Full citation for publications, datasets, and other materials associated with the data)	
Producer name (Person/organization with financial or administrative responsibility over the data)	
Producer affiliation	Producer URL
Production date	Production place
Grant agency	Grant number
Kind of data	Date(s) of data collection

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## III. TERMS OF USE

**Dataset terms of use default to a CC0 public domain dedication.** CC0 facilitates reuse and extensibility of research data. Our Community Norms [<http://best-practices.dataverse.org/harvard-policies/community-norms.html>] as well as good scientific practices expect that proper credit is given via citation. If the data are unable to be given a CC0 waiver, custom Terms of Use for the data must be provided below (or in an attached document).

Yes, apply CC0 public domain dedication       No, do not apply CC0 public domain dedication

Confidentiality declaration (Indication of whether signing of a confidentiality declaration is required for access)

Special permissions (Protocols for obtaining special permissions to access the data)

Restrictions (Restrictions on access to the data including classes of users or specific uses of the data)

Citation requirements (Explicit requirements for citing the data properly)

Depositor requirements (User responsibilities for providing information on uses of the data or submitting works derived from the data)

Conditions (Additional information to enable user understanding of Terms of Use)

Disclaimer (Information regarding responsibility for uses of the data)

Terms of Access (Information on how and if users can obtain access to restricted data)

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## DATA DEPOSIT CHECKLIST

Complete the checklist below to ensure that all required materials are included in your data submission package.

- Data Deposit Form Part I. Data Deposit Agreement
- Data Deposit Form Part II. Data Description
- Data Deposit Form Part III. Terms of Use
- Data file(s) (SPSS (.por or .sav), Stata (.dta), R (.RData), or Excel (.xlsx) preferred)
- File layout (for raw data formats)
- Codebook (to include full variable and value labels)
- Methodology statement (suggested)
- Other supporting materials required for interpretation and use of the data

All materials should be sent directly to:

**Odum Institute Data Archive**  
228E Davis Library, CB# 3355  
University of North Carolina at Chapel Hill  
Chapel Hill, NC 27599-3355  
[odumarchive@unc.edu](mailto:odumarchive@unc.edu)  
(919) 962-6293