



The Odum Institute for Research in Social Science at the University of North Carolina at Chapel Hill encourages researchers to deposit their data at the Institute. Data on any social science or health topic are welcome. The Institute is actively building its archive of state polls and Southern data, and will be especially grateful for deposits in these areas. Data archived with the Institute will be made available on the Institute's web-accessible repository at no cost to depositors or users. Benefits to depositors include incorporation of deposited data in the Institute's electronic catalog of holdings and, for public opinion data, our public opinion question database, which allows online free-text searching of question text.

Only clean, machine-readable data with complete and accurate documentation can be accepted. All personally identifying information (e.g., names, address, phone numbers, etc.) should be removed from the data prior to deposit. We accept a variety of media formats, including IBM-compatible disks and CDs, and delivery formats such as FTP or email attachments, in order to accommodate data depositors. We prefer to obtain fully documented SPSS, SAS, or Stata files containing variable and value labels. We can also accept raw data files if complete file layout information is also provided. Printed copies of questionnaires will be accepted if electronic versions are not available.

A printed or electronic copy of the Data Deposit Form should 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. 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.

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

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 NC DOCKS Institutions

PART I - DATA DEPOSIT AGREEMENT

All data provided pursuant to this Data Deposit Form is subject to the Data Deposit Agreement (“Agreement”) executed between the Odum Institute for Research in Social Science and the NC DOCKS Institution with which the depositor is affiliated.

Please sign below. By signing, you acknowledge the following:

- The Odum Institute for Research in Social Science may disseminate this data collection under its 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. (Visit <http://www.icpsr.umich.edu/icpsrweb/DATAPASS/> for more information on the Data-PASS).
- Your institution has copyright to this work and/or the right to make it publicly available through the Odum Institute/Data-PASS.
- In preparing this data collection for public archiving and 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.
- 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, invasions of privacy by or on behalf of said subjects, or for any loss of or damage to deposited data collections.
- The Agreement gives Odum Institute the right to use the data collection for the following purposes, without limitation:
 - 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

Printed Name and Title

Institutional Affiliation

Signature

Date

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

PART II – DONOR INFORMATION	
Name of depositor (i.e., person or organization depositing data)	
Complete address for depositor	Telephone
	Fax
	Email
Web site URL	
Name of contact person for the data (if different from depositor)	
Complete address for contact person	Telephone
	Fax
	Email
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).	
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.	
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.	
Agency or agencies that sponsored or funded the collection or compilation of the data, including the grant number(s), if applicable	
Principal investigator(s) and organizational affiliation at time of data collection. If multiple principal investigators, give proper name order.	
Data producer (e.g., organization responsible for bringing the data to its final computerized form, if different from depositor)	Location (city/state) of data producer
Is this is a new edition or special version of the data file? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, note edition number and date, and give appropriate details.	

<p>Are these data part of an ongoing series, or will these data be replicated in the future? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, specify frequency of updates.</p>											
<p>PART IV - STUDY DESIGN AND METHODOLOGY</p>											
<p>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).</p>											
<p>Are you attaching a study design and/or methodology statement? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, enter your study design and methodology statement.</p>											
<p>Type of data (e.g., survey, aggregate, census/enumeration, experimental, event/transaction, etc.)</p>	<p>Universe (please describe, including geographic coverage)</p>										
<p>Method of collection and how administered (check all that apply):</p> <table border="0"> <tr> <td><input type="checkbox"/> Face-to-face interview</td> <td><input type="checkbox"/> CASI (computer-assisted self-administered)</td> </tr> <tr> <td><input type="checkbox"/> Telephone interview</td> <td><input type="checkbox"/> Mail questionnaire</td> </tr> <tr> <td><input type="checkbox"/> RDD (random digit dialing)</td> <td><input type="checkbox"/> Self-administered questionnaire</td> </tr> <tr> <td><input type="checkbox"/> CATI (computer-assisted telephone interviews)</td> <td><input type="checkbox"/> Web survey</td> </tr> <tr> <td><input type="checkbox"/> CAPI (computer-assisted personal interviews)</td> <td><input type="checkbox"/> Other (Specify): _____</td> </tr> </table>		<input type="checkbox"/> Face-to-face interview	<input type="checkbox"/> CASI (computer-assisted self-administered)	<input type="checkbox"/> Telephone interview	<input type="checkbox"/> Mail questionnaire	<input type="checkbox"/> RDD (random digit dialing)	<input type="checkbox"/> Self-administered questionnaire	<input type="checkbox"/> CATI (computer-assisted telephone interviews)	<input type="checkbox"/> Web survey	<input type="checkbox"/> CAPI (computer-assisted personal interviews)	<input type="checkbox"/> Other (Specify): _____
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<p>Eligibility criteria/respondent inclusion and exclusion criteria</p>											
<p>Sampling techniques/procedures (e.g., stratified, random sample, etc.)</p>											
<p>How many distinctly different samples are included in the data set? Describe if more than one.</p>	<p>Can the multiple data sets be used separately for analysis? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>										
<p>Date(s) of data collection</p>											
<p>Response rate. Describe method of calculation or provide complete information on distribution of final disposition of case codes.</p>											
<p>Describe procedures for data cleaning including methods and rules for data edits. Enclose any data cleaning documentation if available.</p>											
<p>Does the data set contain a weight variable that we should use to report frequencies? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what is the name used for the weight variable?</p>											
<p><input type="checkbox"/> Are the data you are sending us already weighted using the variable above? OR <input type="checkbox"/> Are the data you are sending us unweighted?</p>											
<p>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.</p>											

Source(s) of data (if derived from another data file or from a printed source)

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:

- | | |
|---|---|
| <input type="checkbox"/> ASCII (include data layout for all raw files)* | <input type="checkbox"/> SPSS |
| <input type="checkbox"/> MS Access | <input type="checkbox"/> Stata |
| <input type="checkbox"/> MS Excel | <input type="checkbox"/> Other (Specify): _____ |
| <input type="checkbox"/> SAS | |

* If possible, please send us the raw data file *in addition to* a processed file.

Questionnaire file type:

- | | |
|--|---|
| <input type="checkbox"/> MS Word (.doc, .docx) | <input type="checkbox"/> WordPerfect (.wpd, .wp7) |
| <input type="checkbox"/> PDF | <input type="checkbox"/> Other (Specify): _____ |
| <input type="checkbox"/> TXT (.txt) | |

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): _____

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.

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.

PART VII - OTHER INFORMATION

What else should one know about these data or the study?

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
- Data Deposit Form Part II – Donor Information

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:

Jonathan Crabtree
Assistant Director for Archives and Information Technology
H. W. Odum Institute for Research in Social Science
22 Manning Hall, CB# 3355
University of North Carolina at Chapel Hill
Chapel Hill, NC 27599-3355
Jonathan_Crabtree@unc.edu
919-428-6112 Cell
919-962-4777 Fax