

Data Deposit Form

Research Connections draws upon the expertise of ICPSR to manage the data collections that comprise its special topic archive. Data submitted to *Research Connections* are made available to researchers through both the *Research Connections* and ICPSR Web sites.

Please complete this form to provide ICPSR with information about the substantive and technical characteristics of your data collection. Completing the form ensures that your collections will be accurately and thoroughly described for potential secondary analysts in the social science community. It is vital that the information solicited on this form be provided as completely and accurately as possible.

The deposit form allows ICPSR staff to prepare a study description for the online searchable databases that ICPSR maintains as well as for various ICPSR printed publications. This information also permits the creation of authoritative bibliographic citations.

Finally, the deposit form grants permission for ICPSR to archive and distribute your data collection. Please sign the form in the box below to attest to the four statements above the signature line.

Please sign below. By signing, you give assurance of the following:

- I give permission for this data collection to be disseminated by the Inter-university Consortium for Political and Social Research under its standard terms of use.
- I have implicit or explicit copyright to this work and have the right to make it publicly available through ICPSR.
- In preparing this data collection for public archiving and distribution, I have removed all information directly identifying the research subjects in these data, and I have used due diligence in preventing information in the collection from being used to disclose the identity of research subjects. I further agree to release and hold harmless ICPSR (including staff and the ICPSR Council) and the University of Michigan from any and all liability from 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.
- If applicable: The Institution Review Board (IRB) on my campus granted permission for the data collection effort underlying the file(s) being deposited. (*Please attach a copy of the consent form.*)

Printed name and title:

Institutional affiliation:

Signature

Date

1. Descriptive title of data collection (if acronym is used, give complete meaning), including time period(s) and geographic location(s) that the data cover:

2. Principal Investigator(s) and affiliation(s) at time of data collection (for multiple investigators, give proper name order):
 - 2.1 Special collaborator(s) (if appropriate):

 - 2.2 Sponsoring or funding agency (if appropriate) and grant number:

 - 2.3 Person/organization responsible for collecting data:

 - 2.4 Internal study or project number (if appropriate) and the organization that assigned it e.g., Louis Harris Center; Survey Research Center, University of California, Berkeley):

 - 2.5 Contact person for questions about the data; please include the email address and phone number of the contact person:

3. If this is a new *edition*, *extract*, or *special version* of the data collection, give appropriate details:

4. Place of production (city/state) of data collection, date of production, and organizational name of data producer:

5. Depositor's name, organization, date of deposit:

6. Type of data collection (e.g., survey, aggregate, census/enumeration, experimental, event/transaction, clinical, program source code, machine-readable text, administrative records, etc.):

7. When were the data collected?

8. Time span covered by the data collection (months/days/years--include discrete years and ranges):

9. Geographic area(s) to which data are relevant:

10. Description of data collection (indicate the following as appropriate):
 - 10.1 Purpose and scope--state the objective of the data collection:

 - 10.2 Special characteristics--give any unique features of the collection or its timing:

 - 10.3 Major areas of investigation:

 - 10.4 Unit of analysis:

11. Sample design and methodology:
 - 11.1 Type of sample:

 - 11.2 Universe:

 - 11.3 Eligibility criteria:

11.4 Response rate:

11.5 Method of collection (types of instruments, how administered):

11.6 Does your data collection contain weights? Please describe them in detail:

12. Is a complete sampling description of your data collection available?

Yes

No Location if you cannot supply it _____

13. Source of data, if derived from another data file or from printed sources (state all relevant sources):

14. Primary publications describing or resulting from the data collection:

15. Are there any restrictions on the availability of the data?

None

Yes If yes, please describe the nature of the restrictions:

16. How many distinctly different data files are included in the data collection?

17. Can the data files be used separately for analysis?

18. Can the data files be linked?

18.1 Would linkage pose any risk of violation of confidentiality?

19. Is the data collection one of a series or will it be updated regularly? If so, state the frequency:

20. Please list and describe all files in the order they appear on your storage media (include both data and documentation files). Under "format" indicate whether this is an ASCII file, a word processor file, a SAS Transport file (specify version), a SPSS Portable file (specify version), or a Stata file (specify version). ICPSR will not accept system files from any software package if they require a particular operation system.

	File Name	File Format	Number of Cases	Number of Variables	File Structure	Record Length	Records per Case
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

21. Please indicate whether the data are compressed or uncompressed; if compressed, please check the appropriate format: uncompressed
- UNIX TAR file
 - UNIX compressed file
 - pkZIP file
 - GZip file
 - other compressed file (please specify)
 - uncompressed

22. Please describe the medium on which your data are being transmitted:

22.1 File Transfer Protocol (sent to /pub/incoming at icpsr.umich.edu by anonymous FTP)

- a. Are your files ASCII or binary?
- b. What was the date and time that you transmitted the first file?
- c. Were all transactions apparently complete and correct?
- d. Quote any warning messages sent to you by ICPSR's computer.
- e. Quote any warning messages generated by your computer.

22.2 Diskette (IBM- or Macintosh-compatible)

- a. Total number of diskettes provided:
- b. Please list (as appropriate) the external and volume labels of each diskette provided:

External Label	Volume Label	Number of Files

- 1.
- 2.
- 3.
- 4.
- 5.

22.3 Other medium (please describe):

Note that ICPSR can accept data collections on a variety of media. Please describe the medium you have used in detail. Check with ICPSR before sending data or documentation on these "other media."

23. Which of the following processing steps were performed on the data?

	File 1	File 2	File 3	File 4	File 5	File 6	File 7	File 8
a. Consistency Checks								
b. Inclusion of Frequencies								
c. Checks for Undocumented Codes								
d. Missing data codes standardized within collection								
e. Do the data contain blanks? _____ Nonnumeric codes? _____								

24. Please summarize all documentation submitted with your collection:

_____ Computer-readable codebook/documentation

Please specify the format of this computer-readable documentation:

- _____ ASCII text
- _____ Word processor file (specify software and version)
- _____ Rich Text Format (RTF) file (specify software and version)
- _____ PostScript file (specify software and version)
- _____ Adobe PDF file (specify software and version)
- _____ DDI Version 2 (XML markup) file (See <http://www.icpsr.umich.edu/DDI>)
- _____ Other (describe in detail) (check with ICPSR before sending)
- _____ English
- _____ Other language (specify): _____

Medium containing computer-readable documentation:

- _____ FTP
- _____ Tape
- _____ CD-ROM
- _____ 3-1/2" high density IBM DOS diskette
- _____ 3-1/2" low density Macintosh diskette
- _____ 3-1/2" high density Macintosh diskette
- _____ Other (please describe) – email

_____ Paper copy codebook

_____ SPSS Setup Files ("Data Definition Statements")

_____ SAS Setup Files ("Data Definition Statements")

_____ Stata Setup Files ("Data Definition Statements")

- _____ Database dictionary
- _____ OSIRIS dictionary
- _____ Data collection instrument (i.e., questionnaire)
- _____ Accompanying computer programs
- _____ Frequencies, machine-readable
- _____ Frequencies, paper copy
- _____ Other

Research Connections is a partnership among the National Center for Children in Poverty at the Mailman School of Public Health, Columbia University; the Inter-university Consortium for Political and Social Research at the Institute for Social Research, University of Michigan; and the Child Care Bureau, at the Administration for Children and Families, U.S. Department of Health and Human Services. *Research Connections* promotes high quality research in child care and early education and the use of that research in policymaking.

