CREATING STUDIES AND UPLOADING DATA ON DATAVERSE

Version 2

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Research Methods Group
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Creating an account on the ICRAF Dataverse

Go to www.worldagroforestry.org/dataverse and create an account.
Once you have created an account, send your username to Jacquie Muliro j.muliro@cgiar.org or Paul Baraka p.baraka@cgiar.org for activation.
Your account will be activated and either Jacquie or Paul will notify you.

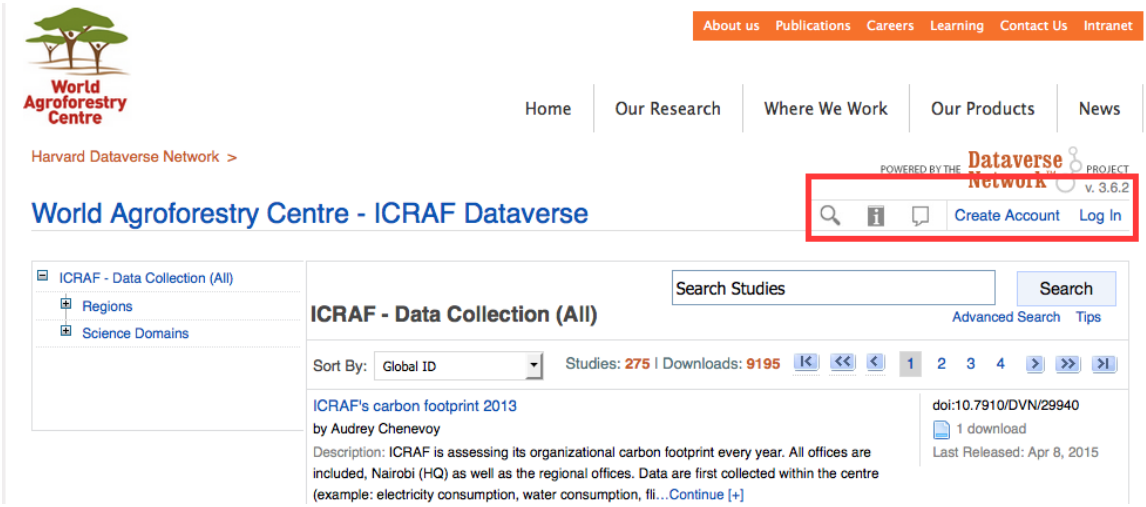


Figure 1

Logging in

Once your account has been activated, log in to the ICRAF Dataverse you will now be able to create studies and upload data.

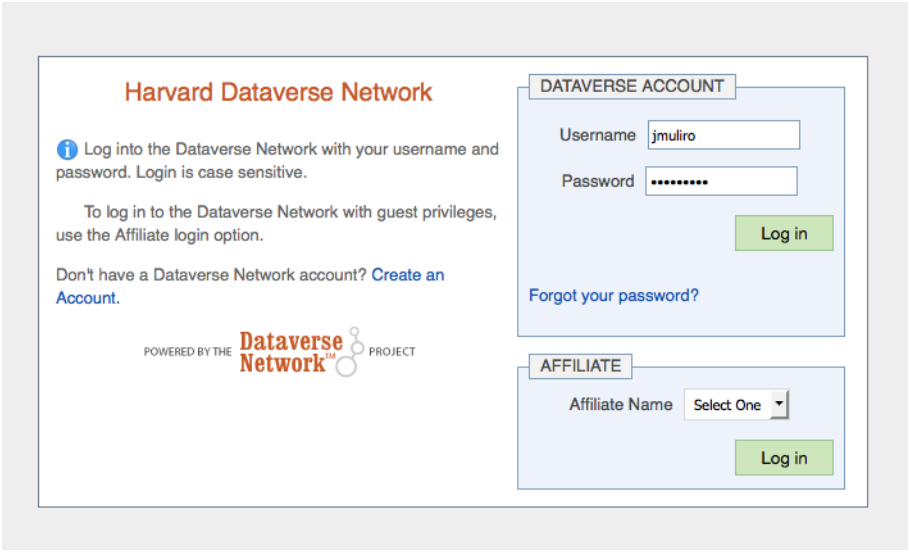


Figure 2

Creating a new study

To create a new study, click on the option icon (gear like icon) on the top right corner as highlighted on figure 3.

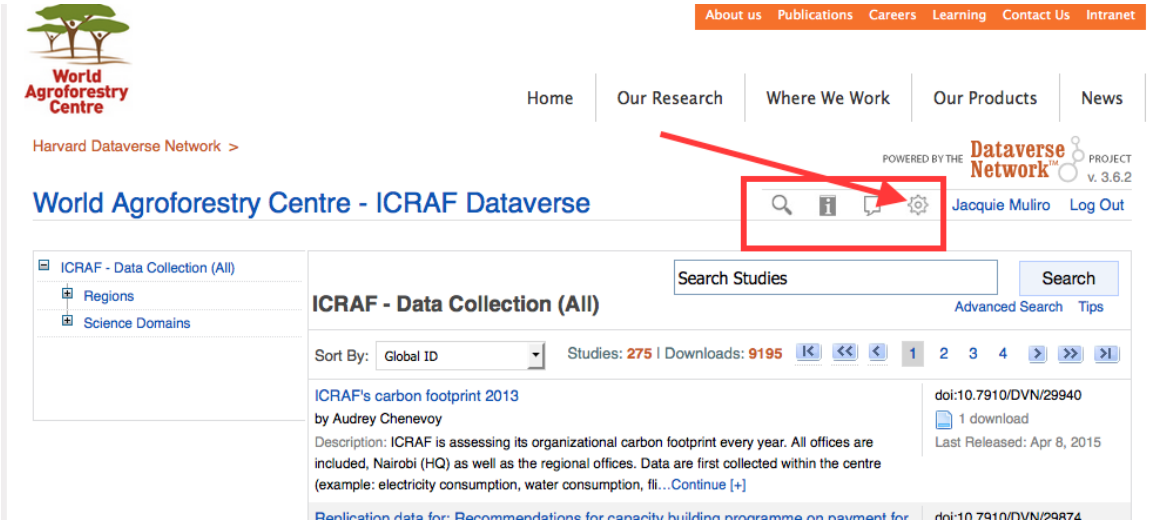


Figure 3

As an ICRAF Dataverse contributor, you should be redirected to the page below. You should click on the create study + Upload data page.
Click on the tab and proceed.

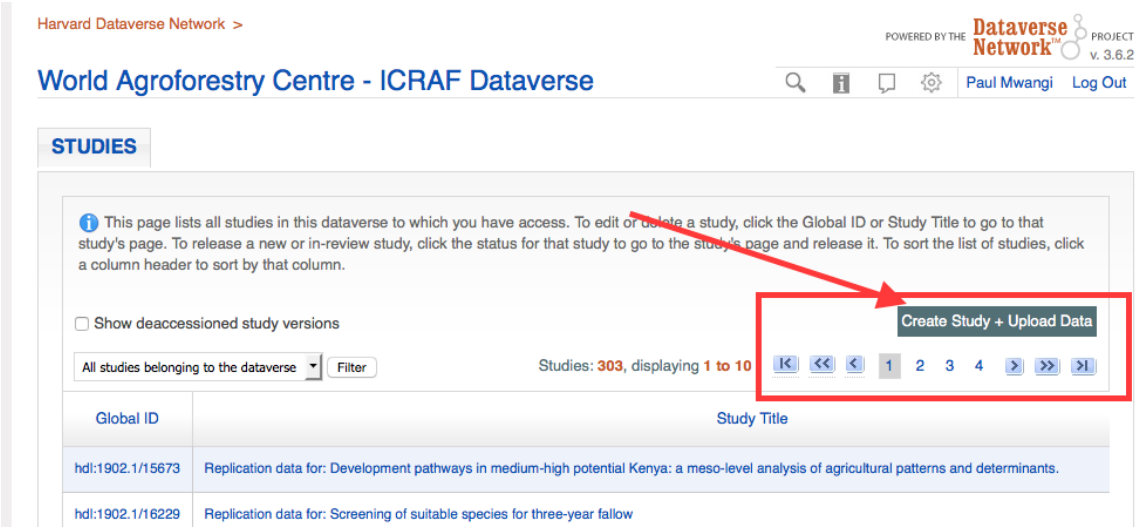


Figure 4

Dataverse network study creation terms of use

You are required to read the terms of use. Once you have read and understood the terms, click on I agree on terms and continue.

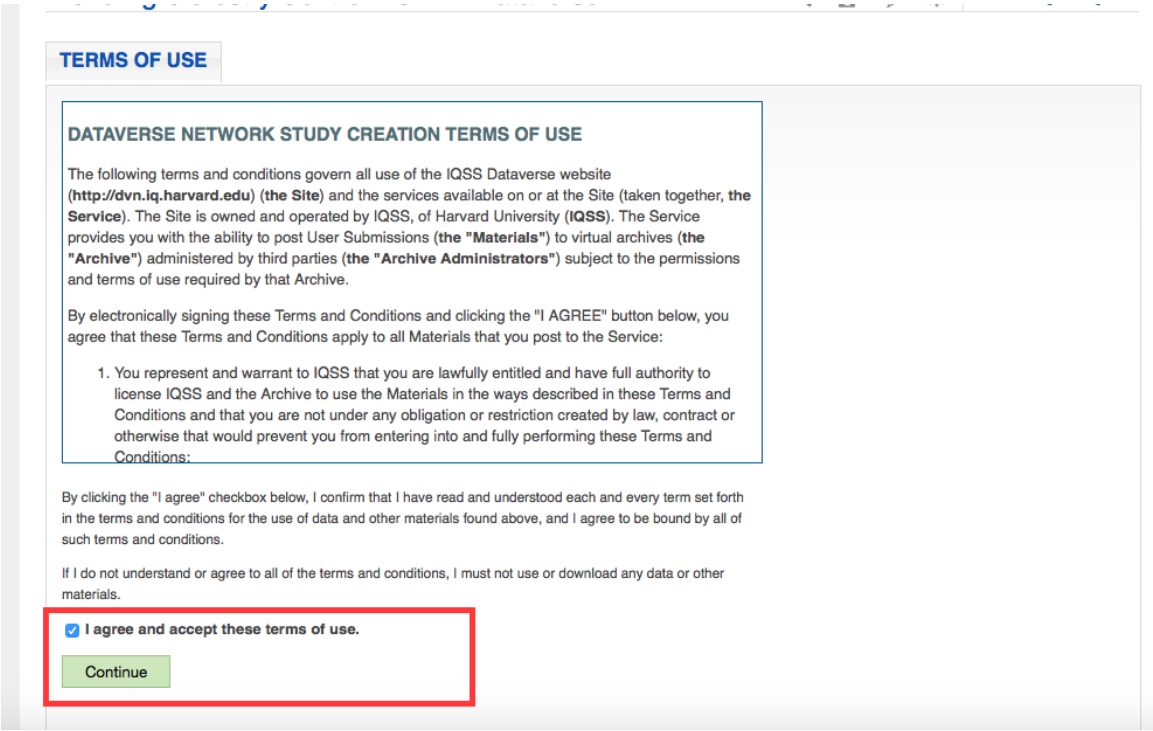


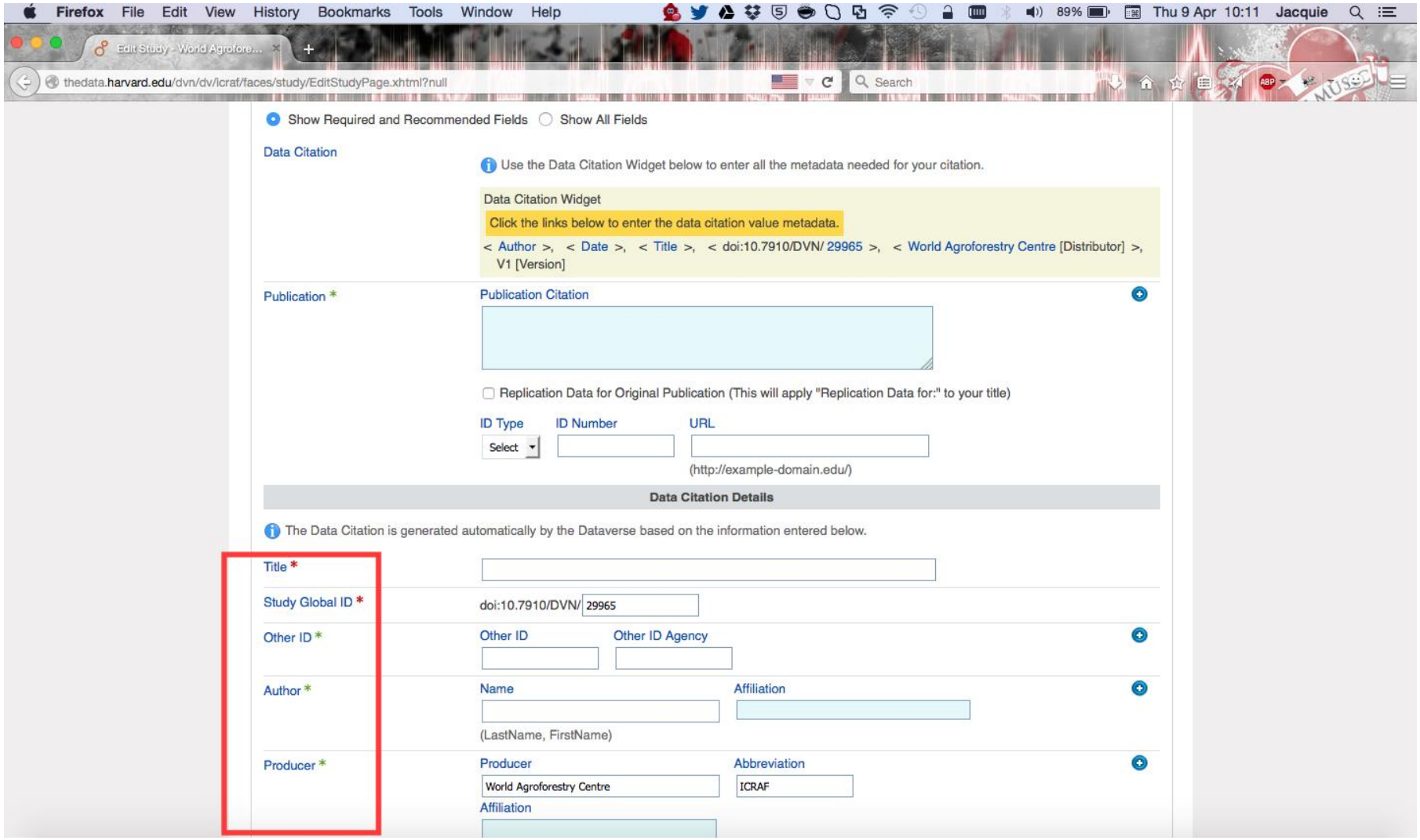
Figure 5

Creating a study and adding Metadata data.

Here, you will be asked to enter information describing the data that you are about to upload.
You are encouraged to enter as much Metadata as possible but only the study title is required to get started.
You can add and edit the Metadata at any time.

We recommend that you at least add the following Metadata fields.

a) Title of study
b) Other ID – please put in which **Science Domain** you belong to here
c) Related publication (if any)
d) Name(s) of people who were the primary collectors / contributors of the data and their affiliations
e) A short abstract of what the study is about (if a related publication exists)
f) Keywords
g) Country (ies) where the data was collected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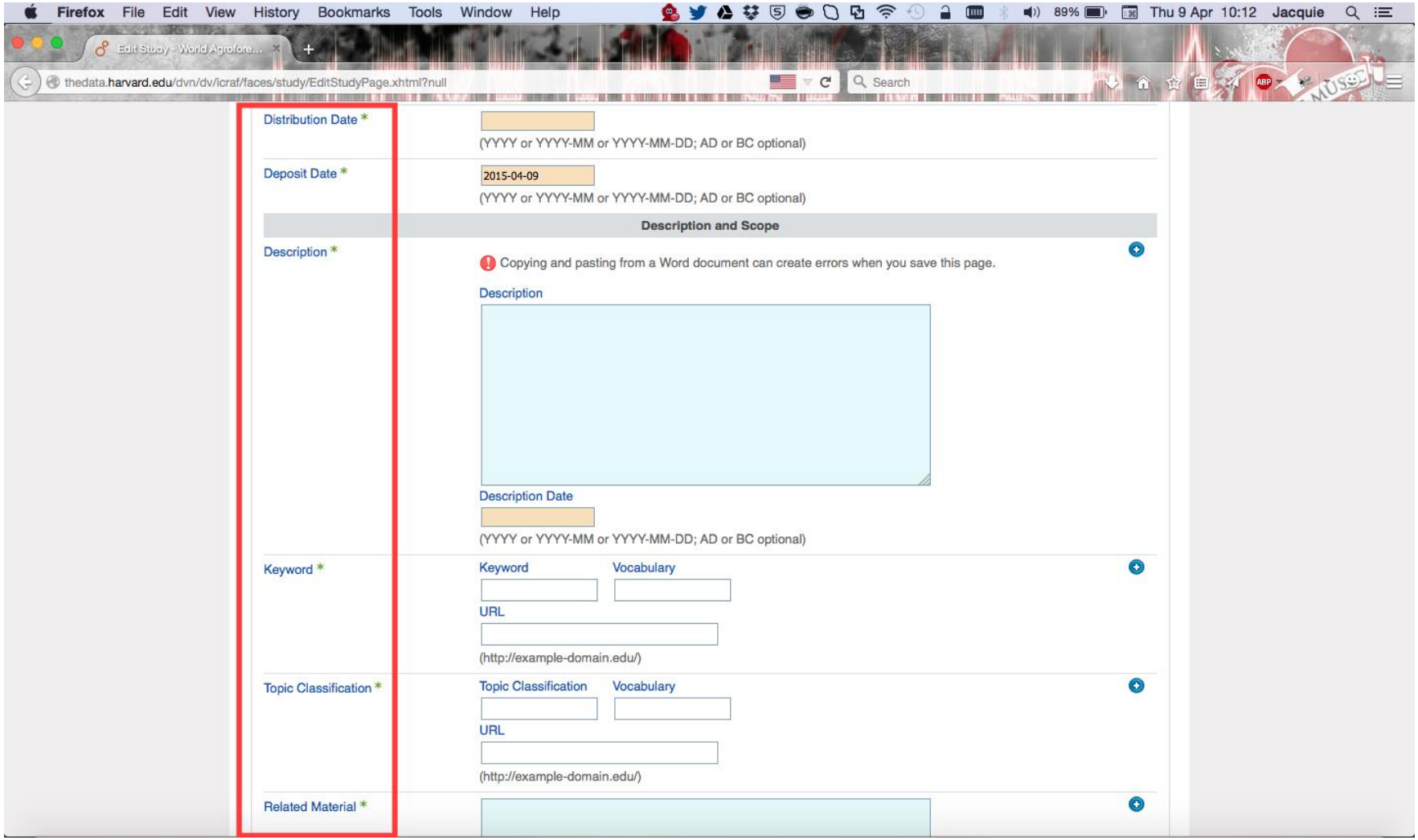
Edit Study - World Agrofore...
thedata.harvard.edu/dvn/dv/icraf/faces/study/EditStudyPage.xhtml?null
Search
Show Required and Recommended Fields
Show All Fields
Data Citation
Use the Data Citation Widget below to enter all the metadata needed for your citation.
Data Citation Widget
Click the links below to enter the data citation value metadata.
< Author >, < Date >, < Title >, < doi:10.7910/DVN/ 29965 >, < World Agroforestry Centre [Distributor] >, V1 [Version]
Publication *
Publication Citation
Replication Data for Original Publication (This will apply "Replication Data for:" to your title)
ID Type
ID Number
URL
Select
(http://example-domain.edu/)
Data Citation Details
The Data Citation is generated automatically by the Dataverse based on the information entered below.
Title *
Study Global ID *
doi:10.7910/DVN/ 29965
Other ID *
Other ID
Other ID Agency
Author *
Name
Affiliation
(LastName, FirstName)
Producer *
Producer
Abbreviation
World Agroforestry Centre
ICRAF
Affiliation

Figure 6


Firefox File Edit View History Bookmarks Tools Window Help
89% Thu 9 Apr 10:12 Jacquie
Edit Study - World Agrofore...
thedata.harvard.edu/dvn/dv/icraf/faces/study/EditStudyPage.xhtml?null
Search
Distribution Date *
(YYYY or YYYY-MM or YYYY-MM-DD; AD or BC optional)
Deposit Date *
2015-04-09
(YYYY or YYYY-MM or YYYY-MM-DD; AD or BC optional)
Description and Scope
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Copying and pasting from a Word document can create errors when you save this page.
Description
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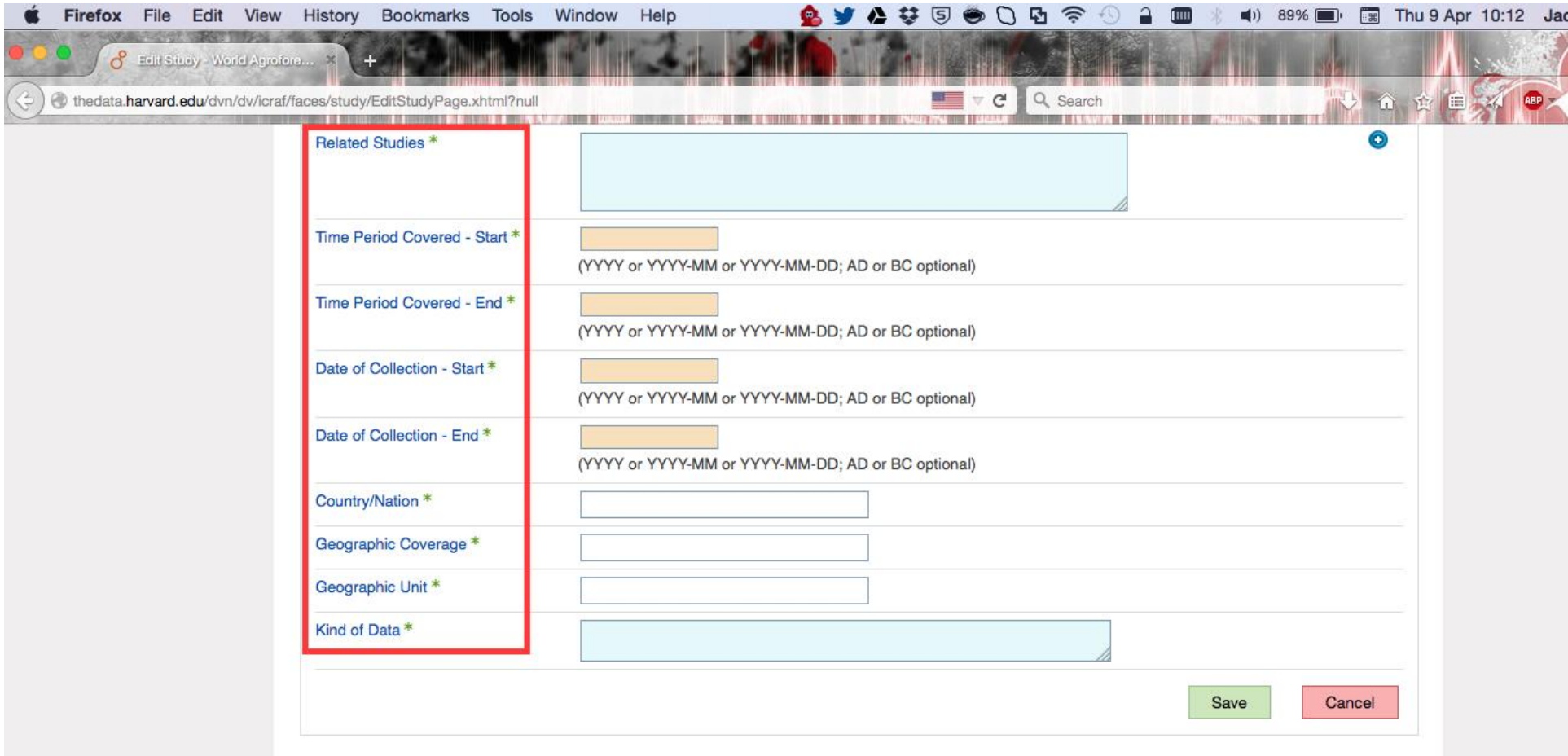
(YYYY or YYYY-MM or YYYY-MM-DD; AD or BC optional)
Keyword *
Keyword
Vocabulary
URL
(http://example-domain.edu/)
Topic Classification *
Topic Classification
Vocabulary
URL
(http://example-domain.edu/)
Related Material *

Figure 7


Firefox File Edit View History Bookmarks Tools Window Help
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Edit Study - World Agrofore...
thedata.harvard.edu/dvn/dv/icraf/faces/study/EditStudyPage.xhtml?null
Search
Related Studies *
Time Period Covered - Start *
(YYYY or YYYY-MM or YYYY-MM-DD; AD or BC optional)
Time Period Covered - End *
(YYYY or YYYY-MM or YYYY-MM-DD; AD or BC optional)
Date of Collection - Start *
(YYYY or YYYY-MM or YYYY-MM-DD; AD or BC optional)
Date of Collection - End *
(YYYY or YYYY-MM or YYYY-MM-DD; AD or BC optional)
Country/Nation *
Geographic Coverage *
Geographic Unit *
Kind of Data *
Save
Cancel

Figure 8

After you are done, click on the save button and proceed to uploading data.

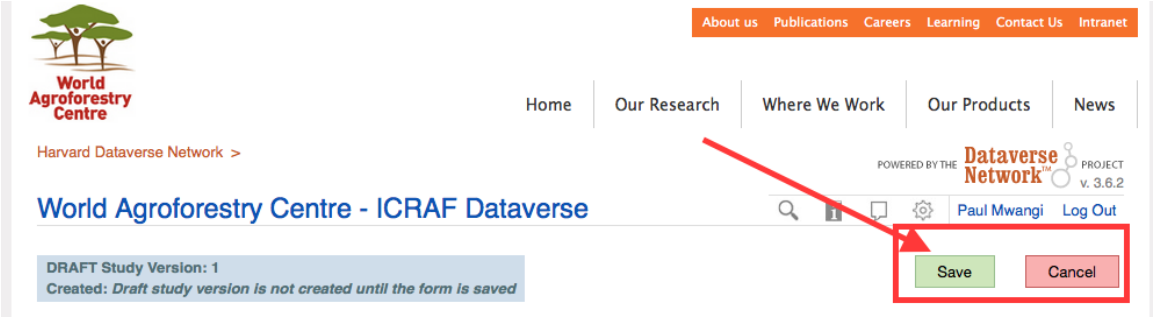

Figure 9

After you have saved, a "study version note" box will appear as shown in the figure below. You are required to put in a small comment describing what you have done for example "added meta data", "change authors" etc.

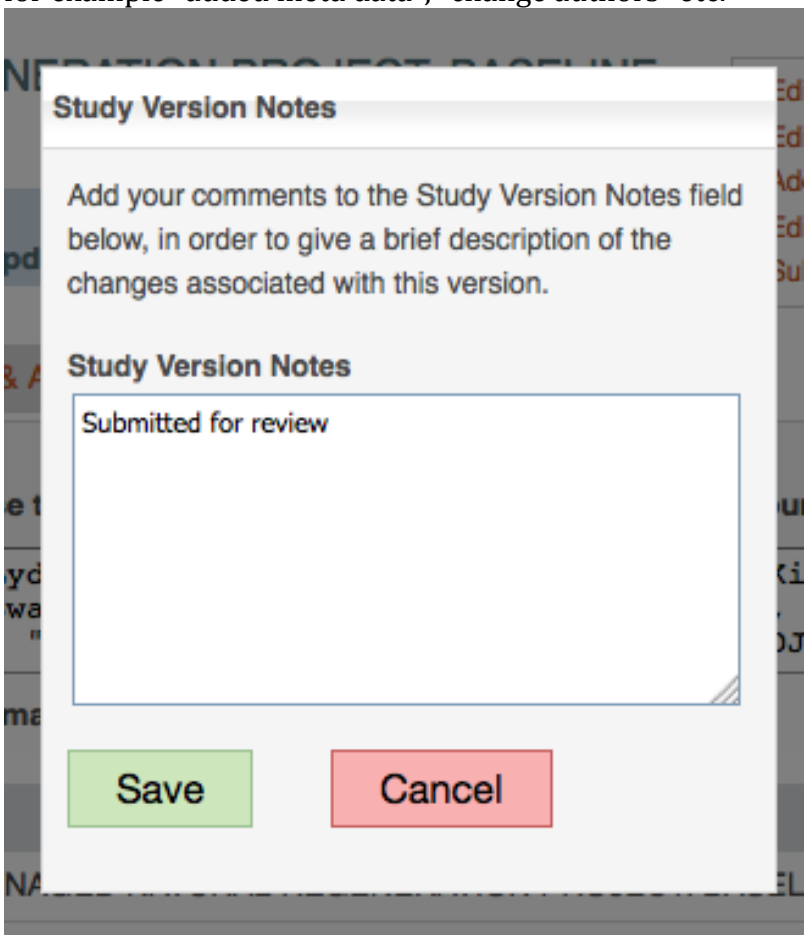

Figure 10

Uploading data

To upload data, click on the add files link as shown on figure 11.

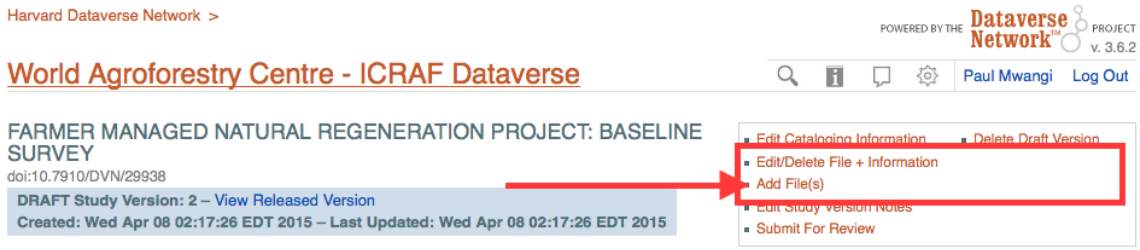

Figure 11

Browse to the file and select open. It will automatically appear in the upload files table as shown in figure 12

To simplify display, especially with large studies, categorize your files (for instance, "Questionnaire" or "Data File"). Each study has its own categories, so when you upload a file, simply type the name of the category you'd like to create in the lefthand box, then select save.
If you have previously created a category, select it from
the drop down menu, then select the file or files you'd like to place in that category.

You can always edit categories and edit or delete files later by selecting the appropriate action from the top left hand corner of the study page as shown in the figure below.

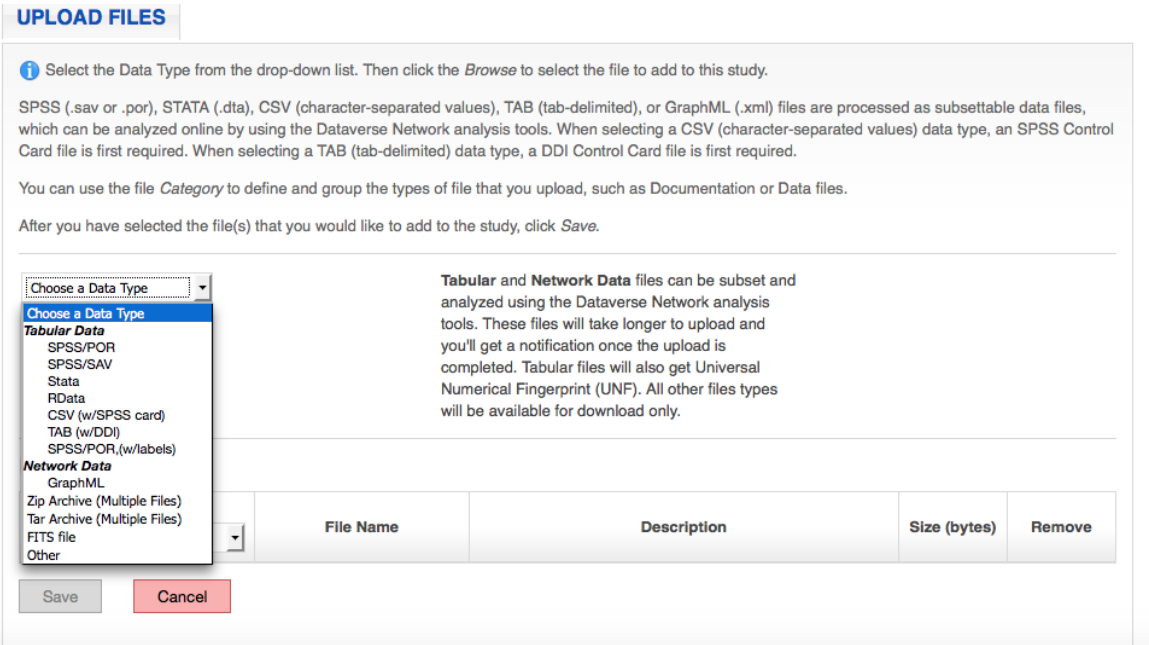

Figure 12

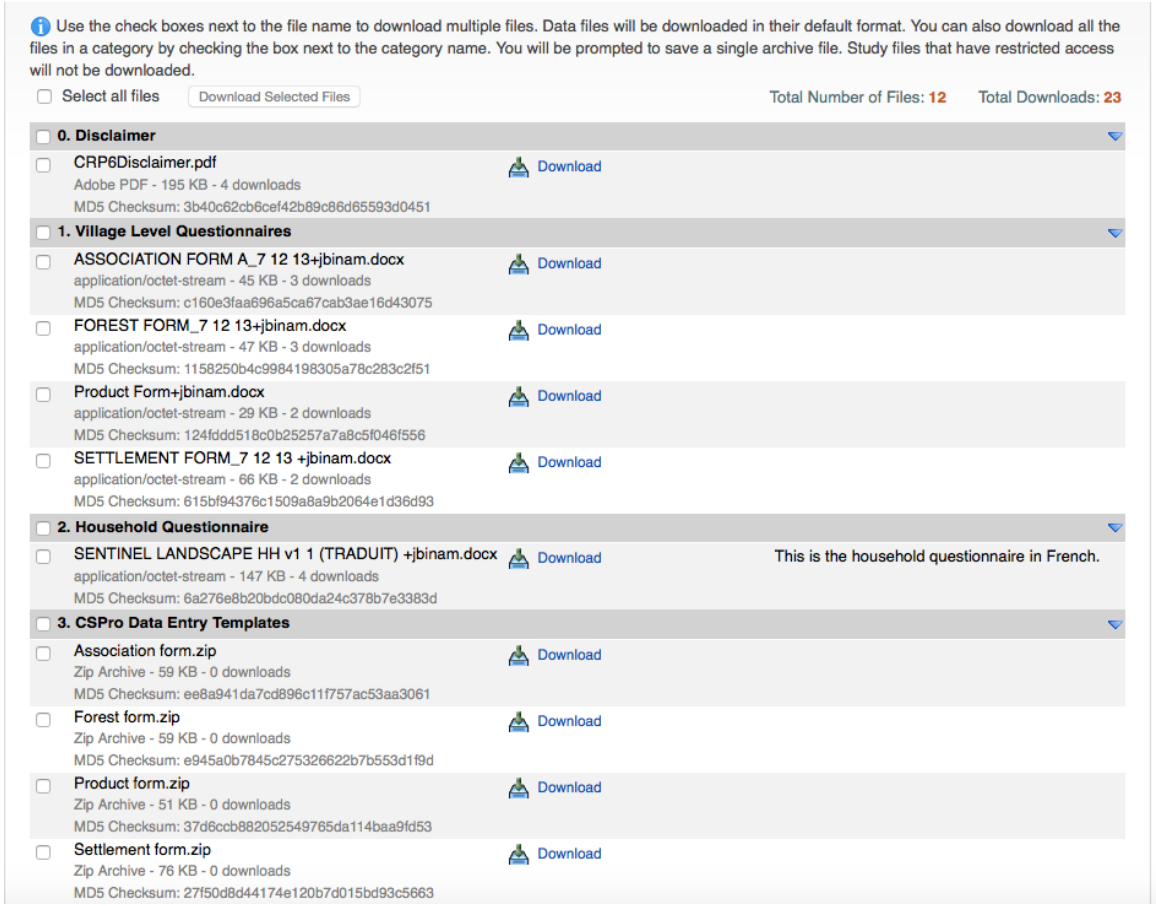

Figure 13

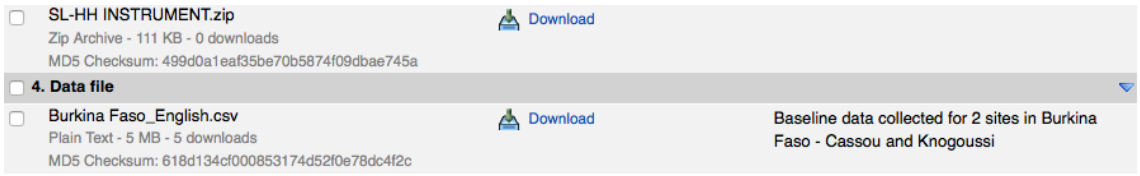

Figure 14

Submitting the study for review

The study is now almost ready. Submit your study for review by the Dataverse administrators.

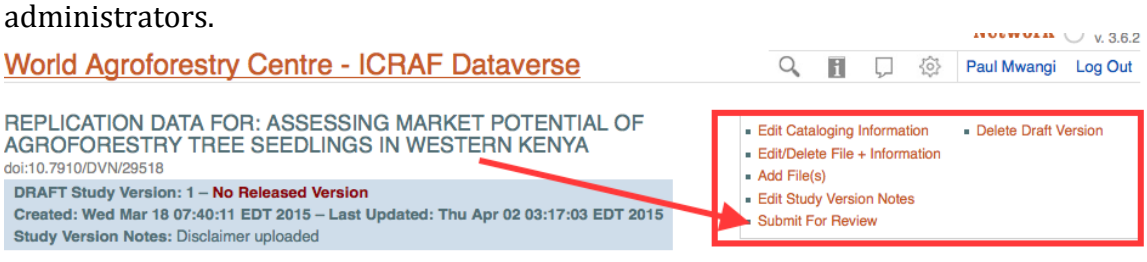

Figure 15

You will receive an email confirmation that your study has been submitted for review.

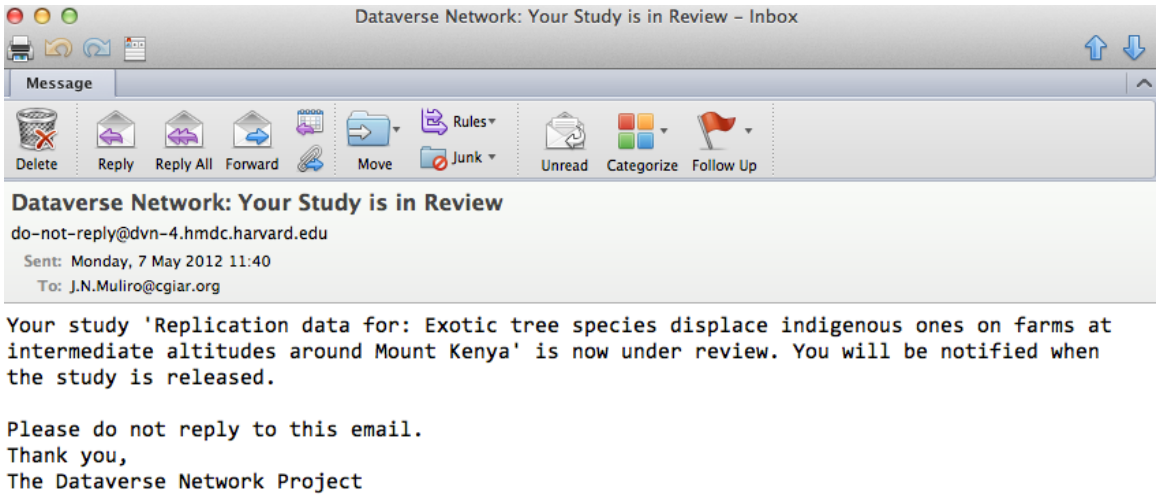

Figure 16

The Dataverse administrators will do the following before releasing your study:

a) Add an ICRAF disclaimer
b) Anonymize the data
c) Ensure the data submitted is raw cleaned data.
d) Add anything that is missing in the cataloging information
e) Set the permissions (if need be)

Releasing the study

Once the Dataverse administrators are satisfied with the study, the study will be released. Once again, you shall receive an email confirmation with a link to the study.

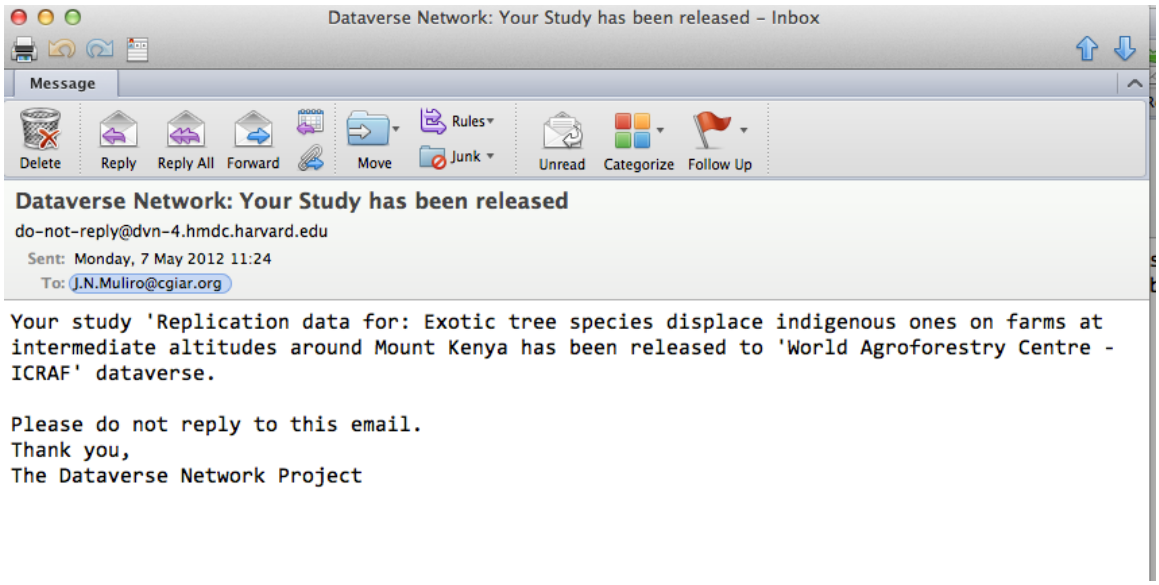

Figure 17

Figure 18

Permissions

For project data that hasn't been published, the data is usually restricted. Dataverse administrators will restrict the files to only project members.

We also have studies that have restricted datasets and access can be given upon request.

Deaccession of a study

You can at any time request a released study from being accessed by anybody. This can be done sending an email to the Dataverse administrators with your reason for deaccession.
This makes the study totally inaccessible to all users and the public. Please note that the study is not permanently deleted and you and the Dataverse administrator can access it by selecting to view deaccessioned studies.
To permanently delete a study please contact the Dataverse administrators.

Additional information

- ✓ For more information on Research data archival guidelines visit - http://worldagroforestry.org/research-methods/sites/default/files/Research%20Data%20Guidelines.pdf

- ✓ For more information on ICRAF Research Methods Group, please visit http://worldagroforestry.org/research-methods/

- ✓ Please visit our Method Portal (*ICRAF users only*) http://intranet.worldagroforestry.org/apps/rmg/methodportal/index.php?username1=GTfij`j

Thank you!