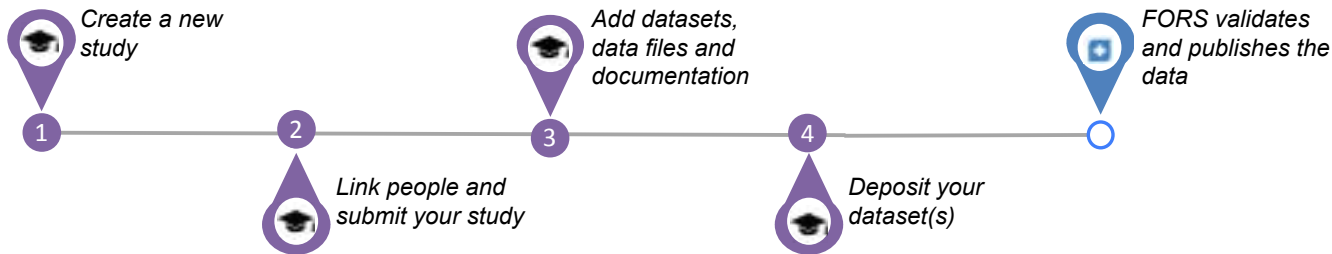


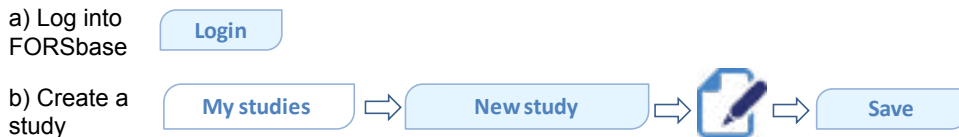
# Quick steps to archiving your data with FORSbase

## Data deposit: big steps



## Data deposit: small steps

### Step 1: Create a new study



### Step 2: Link people and submit your study



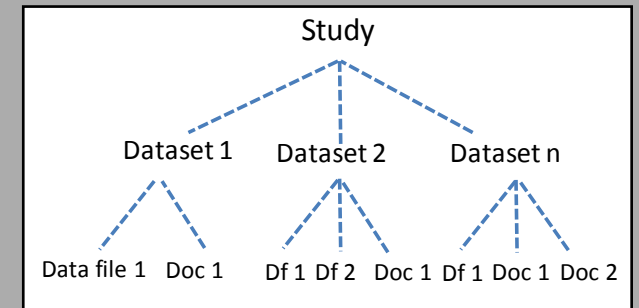
Notes: Make sure you assign yourself the permission to submit. One member of the team must appear as principal investigator.

**Submission is necessary to deposit your dataset.** To proceed to the next steps, click on **Study overview** in the breadcrumb navigation or the back arrow in your browser.



Note: You will be able to update your study and make further changes after the study has been published by FORS.

## Get to know your FORSbase environment



## In FORSbase language...

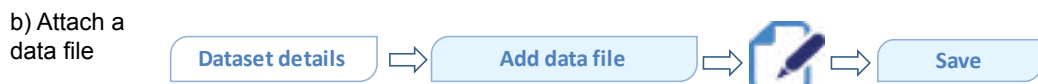
A **study** is a research project. It usually involves the collection of data: quantitative, qualitative or mixed.

A **dataset** consists of a data file, or several data files, and data-related documentation.

A **data file** is a digital file that contains research data. Data can be quantitative and/or qualitative. The formats of data files generally reflect the tools used to process data (e.g. SPSS, R, Stata, or text files).

**Documentation** can be attached to the dataset. It consists of any relevant information that may help to understand the data and their production, thus increasing re-use potential (e.g. questionnaires, code-books, methodology reports, user guides, research proposals, publications).

### Step 3 : Add datasets, data files, and related documentation



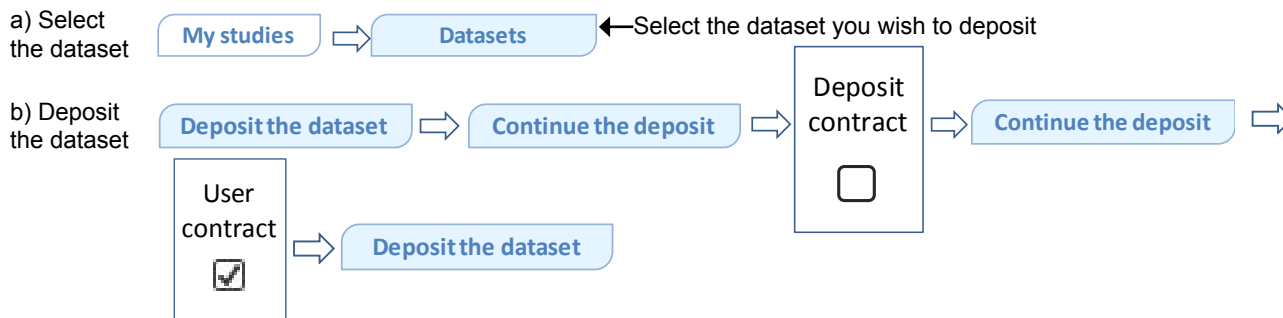
**Note:** if you plan to deposit your dataset, make sure your data file is anonymised and the anonymisation box checked. If you have any questions, please contact us.



If you have many datafiles (e.g. interviews) you can zip them into a single file.

**Repeat step 3 for each of your datasets**

### Step 4 : Deposit your dataset(s)



**Repeat step 4 for each of your datasets**

### ? What next?

After FORS processes and publishes your data, they will appear in the FORSbase catalogue. Your data will be available for download according to the access conditions that you selected during the deposit process. You will be informed by email when researchers download your data.

### Useful resources

[Benefits of deposit](#)

[Guidelines for deposit](#)

[Data protection](#)

[File formats](#)

[Deposit contract](#)

[User contract](#)



**Need help?  
Contact us!**

[dataservice@fors.unil.ch](mailto:dataservice@fors.unil.ch)

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Data deposit is a new function in FORS-base. Any comments or suggestions to help us improve our services would be much appreciated. Thank you!