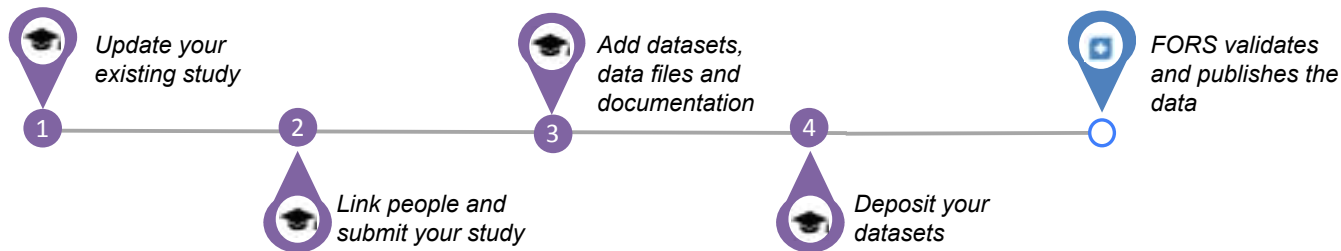


# Quick steps to archiving your data with FORSbase

## Data deposit: step-by-step

Note: Before proceeding with data submission, a study must have been created and published on FORSbase. If this is not the case yet, please follow the guide [Publish your study on FORSbase](#).



### Step 1: Update your existing study details

a) Log into FORSbase [Login](#)

b) Update a study [My studies](#) ⇒ [Study details](#) ⇒ [Update](#) ⇒ ⇒ [Save](#)

### Step 2: Link new people and re-submit your study

a) Link people [Study details](#) ⇒ [Link person\(s\)](#) ⇒ 

Principal investigator
-----
Principal investigator
Scientific collaborator
Administrative collaborator

 ⇒ 

Submit
Submit
Manage
Edit
None

 ⇒ [Save](#)

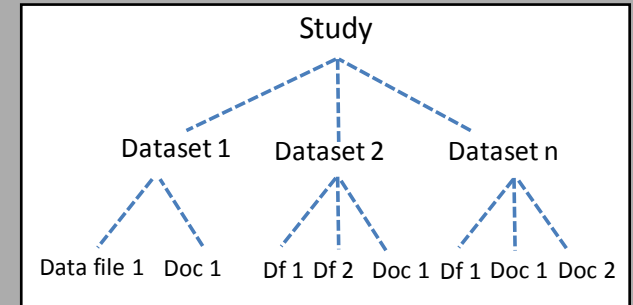
Note: You can update the composition of the team. Make sure you assign yourself the right to submit. One member of the team must appear as principal investigator.

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

b) Re-submit [Study details](#) ⇒ [Submit](#)

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...

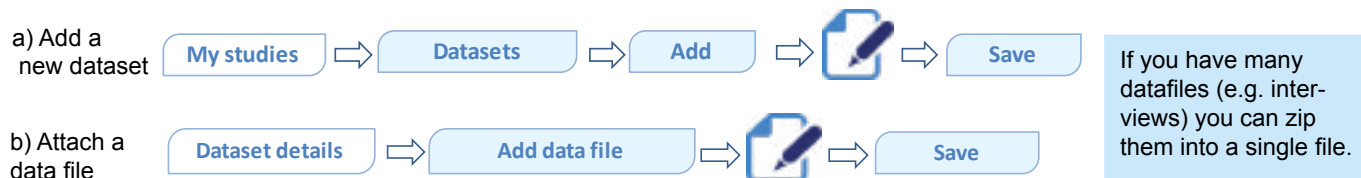
A **study** is a research project. It usually involves the collection of data: quantitative, qualitative or mixed.

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

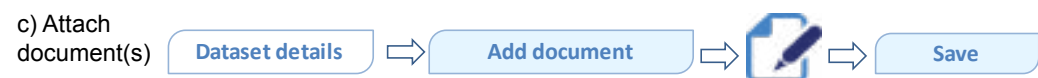
A **data file** is a digital file that contains research data. Data can be quantitative and/or qualitative. The formats of data files generally reflect the tools used to process data (e.g. SPSS, R, Stata, or text files).

A **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

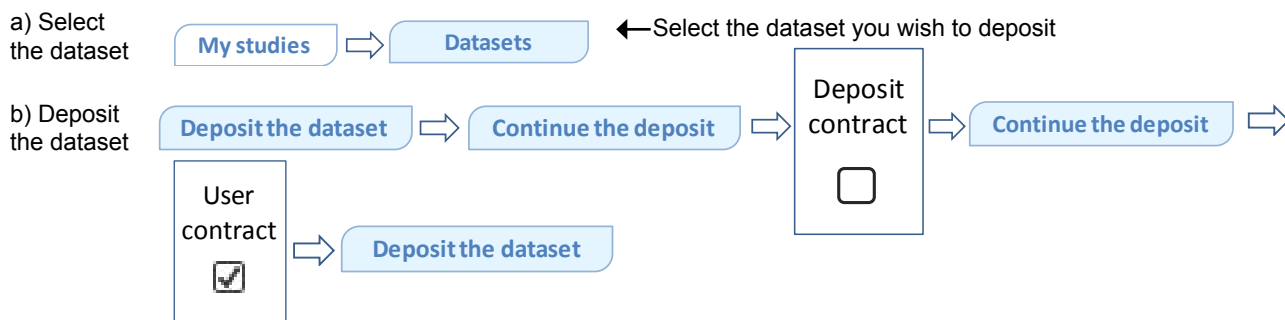


**Note:** if you plan to deposit your dataset, make sure your data file is anonymised and the anonymisation box checked. If you have any questions, please contact us.



**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

[Quantitative data preparation for depositing](#)

[Qualitative data preparation for depositing](#)

[Data documentation glossary](#)

[List of accepted file formats](#)

[Deposit contract](#)

[User contract](#)



**Need help?  
Contact us!**

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

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+41 (0)21 692 37 32 (FR)

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