Quick steps to depositing your data with FORSbase

Data deposit: big steps
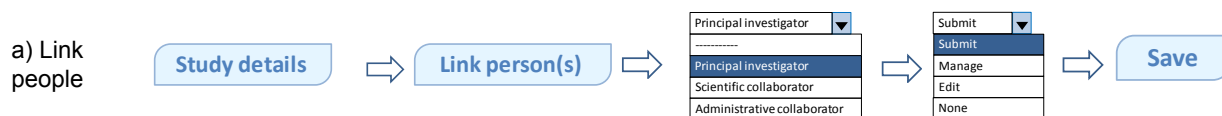

1 — *Update your existing study*
2 — *Link people, attach documents and submit your study*
3 — *Add datasets, data files and documentation*
4 — *Deposit your datasets*
— *FORS validates and publishes the data*
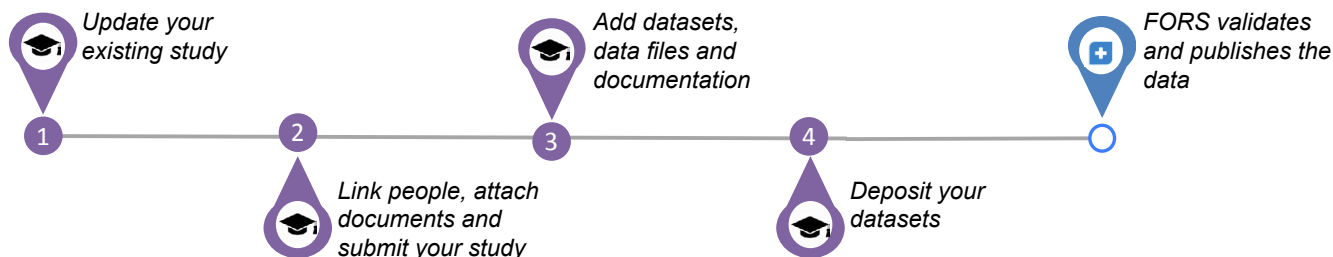
Data deposit: small steps

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, attach documents 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.

b) Add documents — **Study overview** ⇨ **Study details** ⇨ **Add document** ⇨ **Save**
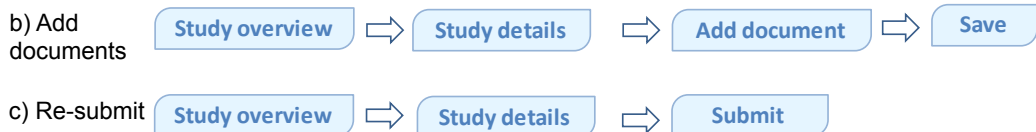
Do you have any (new) documents that may help better understand your study (e.g. research proposal, publications)?

c) Re-submit — **Study overview** ⇨ **Study details** ⇨ **Submit**

Submission is necessary to proceed to the next steps. You will be able to go back to your study details and make further changes after the study has been validated by FORS.

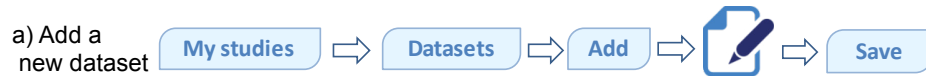## Get to know your FORSbase environment
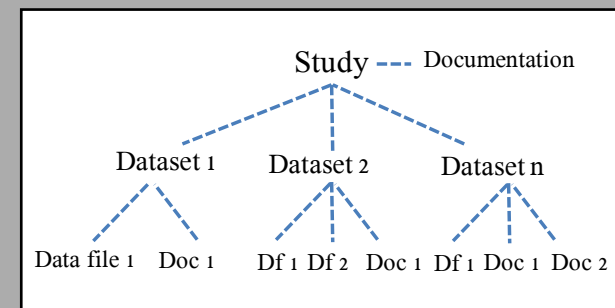
In FORSbase language...

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).
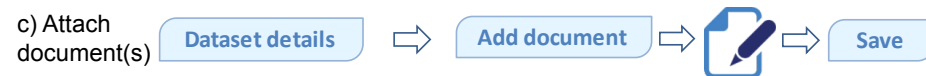
Documentation can be at the study level and/or the data level. At the study level it consists of any useful information about the project and its results (e.g. research proposals, publications). At the data level it consists of any relevant information that may help to understand the data and their production, thus increasing re-use potential (e.g. questionnaires, codebooks, methodology reports, user guides).

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

a) Add a new dataset

My studies ⇨ Datasets ⇨ Add ⇨ 🖊 ⇨ Save

b) Attach a data file

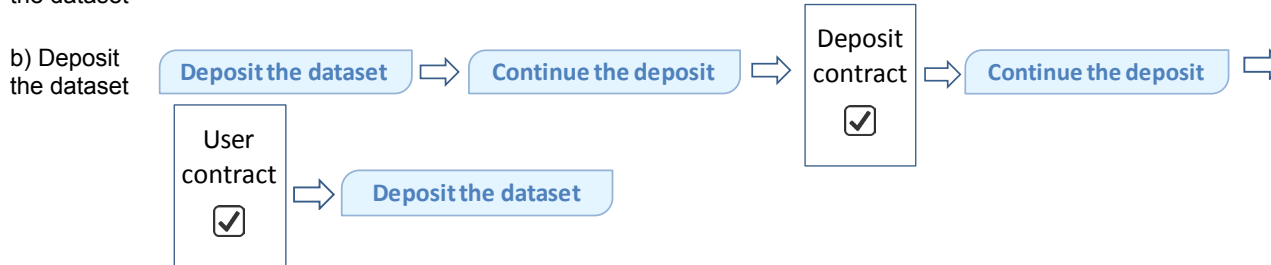Dataset details ⇨ Add data file ⇨ 🖊 ⇨ Save

💡 If you have many data-files (e.g. interviews) you can zip them into a single file.

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 the FORSbase help desk.

c) Attach document(s)

Dataset details ⇨ Add document ⇨ 🖊 ⇨ Save

Repeat step 3 for each of your datasets

Step ④ : Deposit your dataset(s)

a) Select the dataset

My studies ⇨ Datasets ← Select the dataset you wish to deposit

b) Deposit the dataset

Deposit the dataset ⇨ Continue the deposit ⇨ Deposit contract ☑ ⇨ Continue the deposit ⇨

User contract ☑ ⇨ Deposit the dataset

Repeat step 4 for each of your datasets

❓ What next?

After FORS validates 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.