



ADA DATA DEPOSIT: STUDY DESCRIPTION FORM

AUSTRALIAN DATA ARCHIVE

Version 1.0

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The purpose of the Study Description Form

In order to appropriately catalogue your data with the Australian Data Archive, we need to obtain a summary of the study with sufficient information to enable us to create an online catalogue record. An example of such a catalogue record, from the Australian Survey of Social Attitudes 2011, is available at: <http://www.ada.edu.au/ada/01251>.

The purpose of the ADA Data Deposit Study Description form is to capture the information that the ADA archivists require to develop this record. This includes bibliographic information about the study, the study methodology, a description of the data, and information on documentation and publications related to the study.

Filling out the form:

- It is possible that some of the required information may already be included in documentation you provide to us as part of your deposit accompanying the data. If so, could you please indicate the where in the documentation we can find the relevant information, and we will extract the information from the documentation.
- If the information is not documented elsewhere, please complete the appropriate section(s) below.
- If more space is required, please attach additional pages to this form.
- Please include a scanned electronic copy of this form with the deposit of your data

Related documentation

Please note that in order to deposit data with ADA, you will need to complete the ADA Data Deposit License form (available from <http://ada.edu.au/documents/ada-data-deposit-license-form>). This license is necessary for us to be able to store your data and to distribute it to others for reuse.

While it is not a requirement for deposit with ADA that you complete the Study Description form (unlike the Deposit License form), it will help us to properly document your data and assist others who may wish to use your data. We may also need to contact you if we find there is further information that we need to create complete documentation for your data.

Further information

For a more detailed description of the ADA data deposit process, suggested data formats, and other information, please see the ADA website at: <http://ada.edu.au/ada/data-deposit>

The information on the website is also collated in ADA User Guide Number 3 – Depositing Data with the Australian Data Archive, available at: <http://ada.edu.au/ada/user-guides>.

ADA uses the Data Documentation Initiative version 2.1 as the basis for our data documentation. If you would like more information on DDI, please see the DDI Alliance website at: <http://www.ddialliance.org>.



Section One: Title and Abstract

Study Title

Study Abstract

Related Data	If the data being deposited are derived from or closely related to other data (such as data already deposited with ADA), please list details

Section Two: Credits

Depositor	<i>Please give the details of the person(s) sending the materials</i>	
Full Name	Address, telephone and fax	Email

Principal Investigator(s)	<i>Please list the name(s) of each principal investigator and the organisation with which they are associated</i>
Full name	Organisation

Data collector(s)	<i>List if different from the principal investigator(s)</i>
Full name	Organisation

Research Initiator(s)	<i>If the study was conducted for a particular person or organisation, please list them</i>
Full name	Organisation

Funding agency(s)	<i>Please list the name(s) of all funding source(s), including the grant number if appropriate</i>
Name of funder	Funding source and grant number (where available)

Other acknowledgements	<i>Please list the names of any other persons or organisations who played a significant role in the conduct of the study</i>	
Full Name	Organisation	Role

Time dimensions	<i>Tick all that apply</i>
<input type="checkbox"/> One-time cross-sectional study	<input type="checkbox"/> Follow-up to cross-sectional study
<input type="checkbox"/> Repeated cross-sectional study	<input type="checkbox"/> Longitudinal/panel/cohort study
<input type="checkbox"/> Time series	<input type="checkbox"/> Trend study
<input type="checkbox"/> Other (please describe – attach a separate page if required):	

Sample population	<i>Please describe the universe/population that was being sampled in this study. Specify any limitations on the age, sex, location, occupation, etc. of the population</i>

Sampling procedure(s)	<i>Tick all that apply</i>
<input type="checkbox"/> Simple random sample	<input type="checkbox"/> One-stage stratified or systematic random sample
<input type="checkbox"/> Multi-stage sample	<input type="checkbox"/> Multi-stage stratified random sample
<input type="checkbox"/> One-stage cluster sample	<input type="checkbox"/> Area cluster sample
<input type="checkbox"/> Quota sample	<input type="checkbox"/> Quasi-random (e.g. random walk) sample
<input type="checkbox"/> Purposive selection/case studies	<input type="checkbox"/> Volunteer sample
<input type="checkbox"/> Convenience sample	<input type="checkbox"/> No sampling – total universe/population
<input type="checkbox"/> Other (please describe – attach a separate page if required):	

Method of data collection	<i>Tick all that apply</i>	
<input type="checkbox"/> Clinical measurements	<input type="checkbox"/> Compilation or synthesis of existing material	
<input type="checkbox"/> Diaries	<input type="checkbox"/> Educational measurements	
<input type="checkbox"/> Email survey	<input type="checkbox"/> Face-to-face interview	
<input type="checkbox"/> Observation	<input type="checkbox"/> Physical measurements	
<input type="checkbox"/> Postal survey	<input type="checkbox"/> Psychological measurements	
<input type="checkbox"/> Self-completion	<input type="checkbox"/> Simulation	
<input type="checkbox"/> Telephone interview	<input type="checkbox"/> Transcription of existing materials	
<input type="checkbox"/> Web-based self-completion		
<input type="checkbox"/> Other (please describe – attach a separate page if required):		

Date of data collection	<i>Please indicate the dates the data was collected</i>	
Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	

Time period covered	<i>If the data pertains to a period prior to the time when it was collected (e.g. medical records for 1980-1990 collected in 1992) what time period does the data cover?</i>	
Start date (DD/MM/YYYY)	End date (DD/MM/YYYY)	

Actions to minimise losses	<i>Please provide details of any actions that were taken to increase the response rate (e.g. follow-up letters, financial inducements, call-backs)</i>	

Section Four: Data file description

Quantitative Data Files	<p><i>Please include a separate copy of this page for each quantitative data file deposited, with as many details as possible.</i></p> <p><i>A stand-alone copy of this page is available from: http://ada.edu.au/documents/ada-data-file-description</i></p>	
a) File description		
File name		
File format		
File contents		
Number of variables per case		
b) Sample description		
Size of original (target) sample		
Number of losses (refusals, non-contacts, etc)		
Number of replacements		
Final number of cases (unweighted)		
Response rate		
c) Weighting		
Is the file weighted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Name of the weight variable(s)		
Description of the weighting criteria and procedures		

<p>Qualitative Data files</p>	<p><i>Please include a separate copy of this page for each qualitative data file (or group of files) deposited, with as many details as possible. Please include a separate description for each of the data types (e.g. Photographs, Interviews, Reports).</i></p> <p><i>A stand-alone copy of this page is available from: http://ada.edu.au/documents/ada-data-file-description</i></p>	
<p>a) File information</p>		
<p>File type (eg. images, videos)</p>		
<p>File format</p>		
<p>File or directory name</p>		
<p>Number of files</p>		
<p>If you are including a file directory: Is a file listing of the files in the directory available?</p>	<p><input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> No</p>
<p>If file listing is available: Please give the file name of the file listing.</p>		
<p>b) Brief description of files</p>	<p><i>Please give a brief summary description of the files in this directory (subject, topic, geographic area, etc.).</i></p> <p><i>If descriptions are included in the file listing above, please tick "Included in File Listing".</i></p>	
<p><input type="checkbox"/> Included in file listing</p> <p><input type="checkbox"/> Not included in file listing – please describe below</p>		

Section Four: Documentation and Publications

Deposited documentation, publications and reports			<i>Please provide copies of questionnaires, user guides, technical reports, codebooks, and, if available, any published and / or unpublished reports</i>
File name	File format	Description of document	

Related Publications			<i>Please provide references to any other publications / reports, such as publications that have not been deposited, and links to any web site(s) containing information relevant to the data collection</i>
Citation	Link	Description of publication	