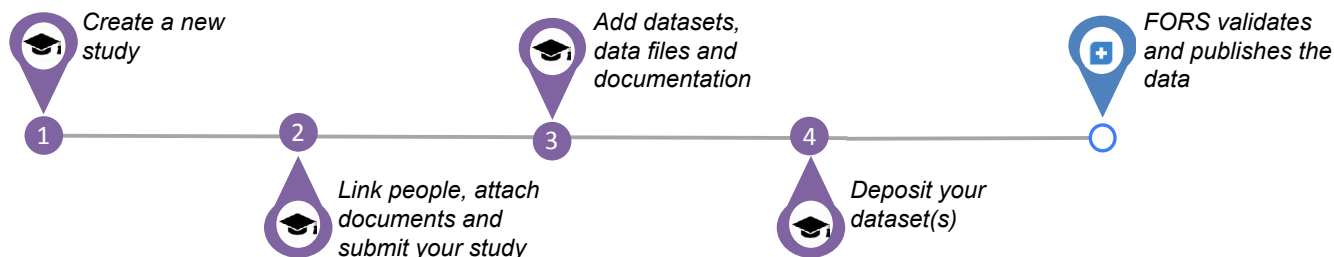


Quick steps to depositing your data with FORSbase

Data deposit: big steps

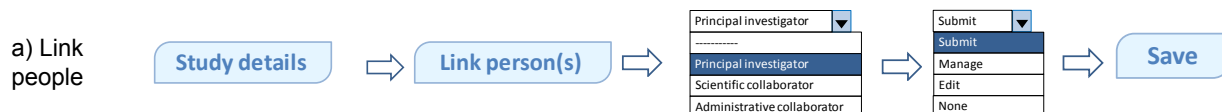


Data deposit: small steps

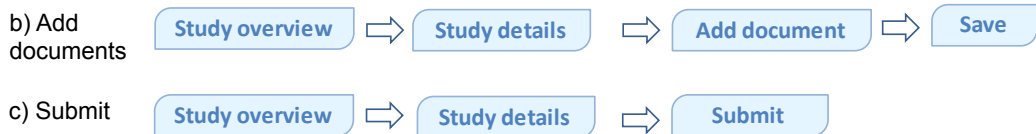
Step 1: Create a new study



Step 2: Link people, attach documents and submit your study



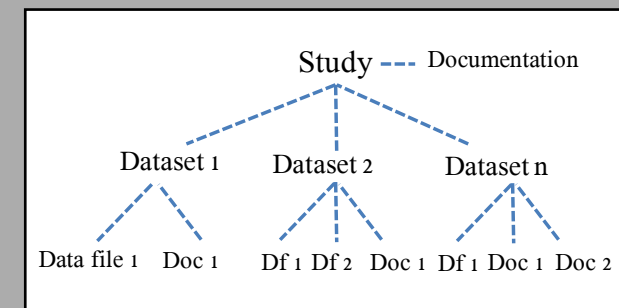
Note: Make sure you assign yourself the right to submit. One member of the team must appear as principal investigator.



Do you have any (new) documents that may help better understand your study (e.g. research proposal, publications)?

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).

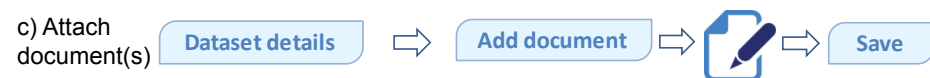
Documentation can be at the study level and/or the data level. At the study level it consists of any useful information about the project and its results (e.g. research proposals, publications). At the data level it consists of any relevant information that may help to understand the data and their production,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

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



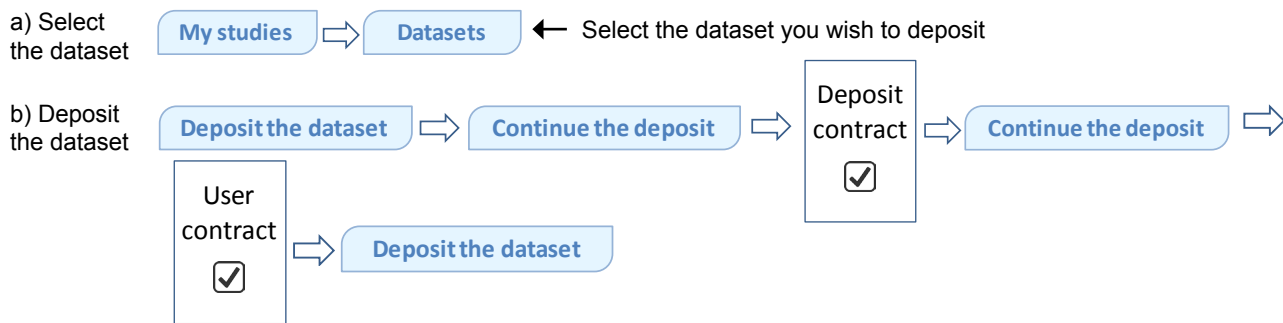
 If you have many data-files (e.g. interviews) you can zip them into a single file.

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.



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 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.

Useful resources

[Benefits of deposit](#)

[Guidelines for deposit](#)

[Data protection](#)


[File formats](#)


[Deposit contract](#)


[User contract](#)



**Need help?
Contact us!**

 dataservice@fors.unil.ch

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