



**World  
Agroforestry  
Centre**

CREATING STUDIES AND UPLOADING  
DATA ON DATAVERSE  
Version 2

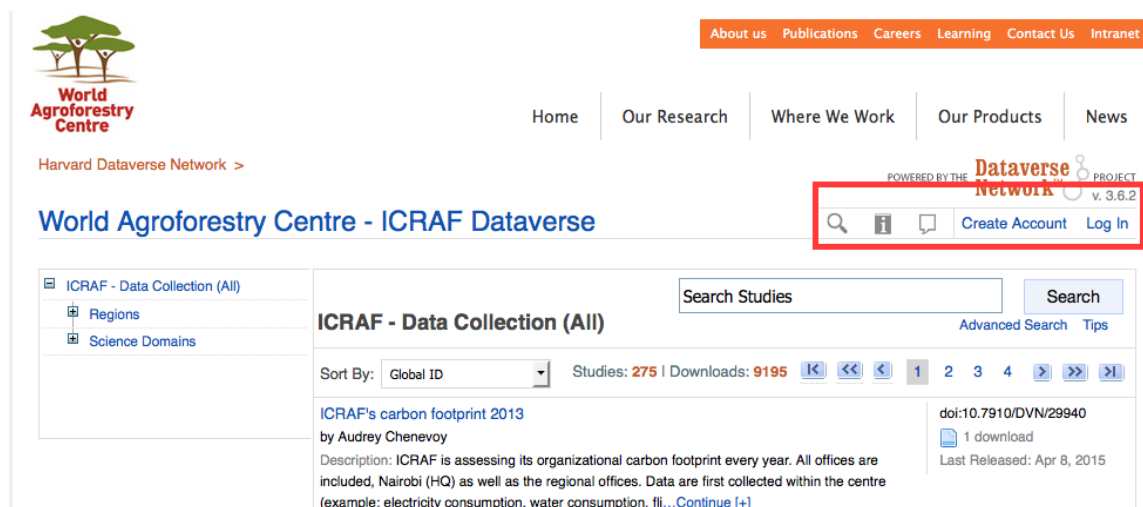
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Research Methods Group  
09/04/2015

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## Creating an account on the ICRAF Dataverse

Go to [www.worldagroforestry.org/dataverse](http://www.worldagroforestry.org/dataverse) and create an account. Once you have created an account, send your username to Jacquie Muliro [j.muliro@cgiar.org](mailto:j.muliro@cgiar.org) or Paul Baraka [p.baraka@cgiar.org](mailto:p.baraka@cgiar.org) for activation. Your account will be activated and either Jacquie or Paul will notify you.

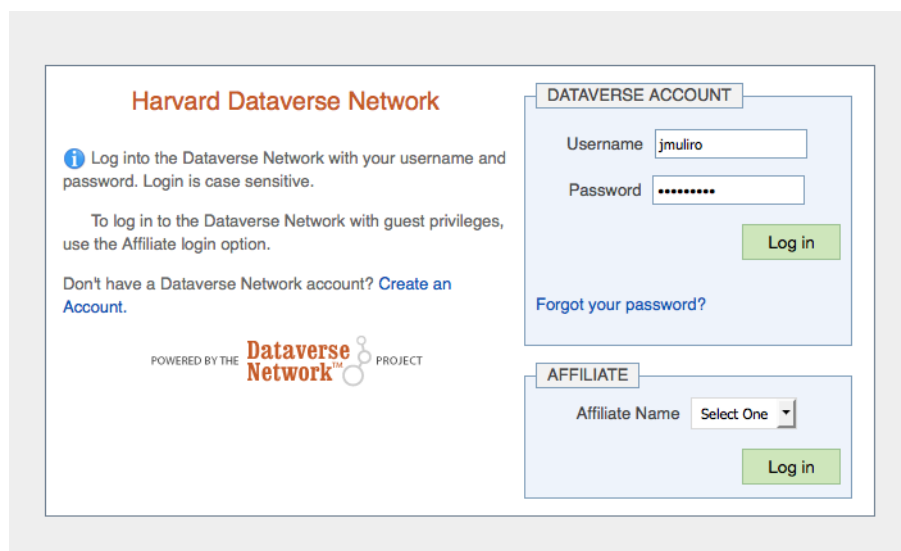


The screenshot shows the ICRAF Dataverse website. At the top left is the World Agroforestry Centre logo. A navigation bar includes links for 'About us', 'Publications', 'Careers', 'Learning', 'Contact Us', and 'Intranet'. Below this is another navigation bar with 'Home', 'Our Research', 'Where We Work', 'Our Products', and 'News'. A 'Harvard Dataverse Network >' link is also present. The main header area features the 'World Agroforestry Centre - ICRAF Dataverse' title and a search bar. A red box highlights the search bar and navigation links: 'Create Account' and 'Log In'. Below the search bar, there's a section for 'ICRAF - Data Collection (All)' with a search box and 'Search' button. It shows 'Studies: 275 | Downloads: 9195' and a pagination control. A specific study is listed: 'ICRAF's carbon footprint 2013' by Audrey Chenevoy, with a description and a '1 download' icon. The DOI '10.7910/DVN/29940' and release date 'Apr 8, 2015' are also visible.

Figure 1

## Logging in

Once your account has been activated, log in to the [ICRAF Dataverse](http://www.worldagroforestry.org/dataverse) you will now be able to create studies and upload data.



The screenshot shows the Harvard Dataverse Network login page. It features the 'Harvard Dataverse Network' logo and a message: 'Log into the Dataverse Network with your username and password. Login is case sensitive. To log in to the Dataverse Network with guest privileges, use the Affiliate login option. Don't have a Dataverse Network account? [Create an Account.](#)' Below this is the 'DATAVERSE ACCOUNT' section with fields for 'Username' (filled with 'jmuliro') and 'Password' (filled with '\*\*\*\*\*'), a 'Log in' button, and a 'Forgot your password?' link. The 'AFFILIATE' section has an 'Affiliate Name' dropdown menu (set to 'Select One') and a 'Log in' button. The Harvard Dataverse Network logo is also present at the bottom left.

Figure 2

## Creating a new study

To create a new study, click on the option icon (gear like icon) on the top right corner as highlighted on figure 3.

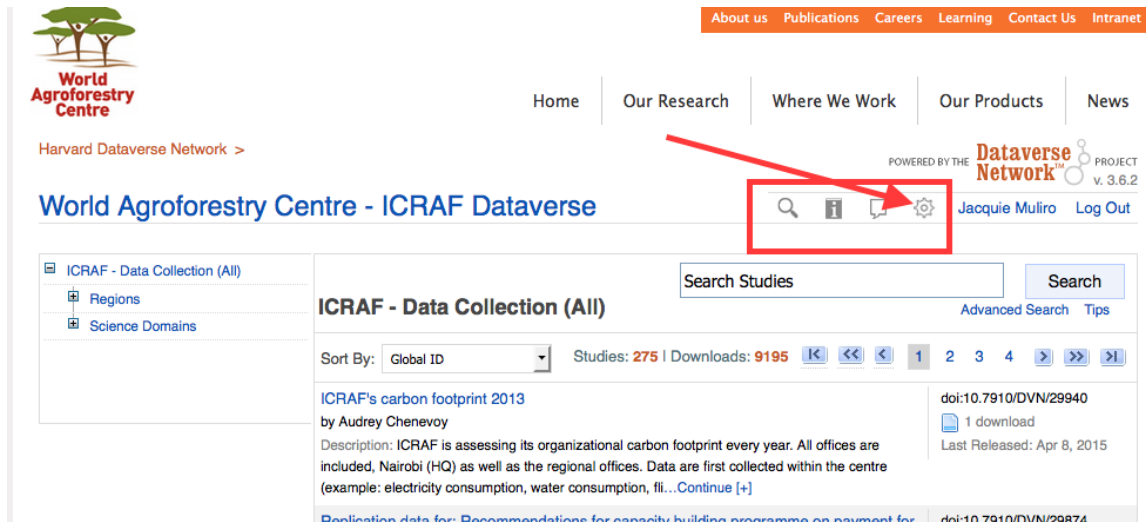


Figure 3

As an ICRAF Dataverse contributor, you should be redirected to the page below. You should click on the create study + Upload data page. Click on the tab and proceed.

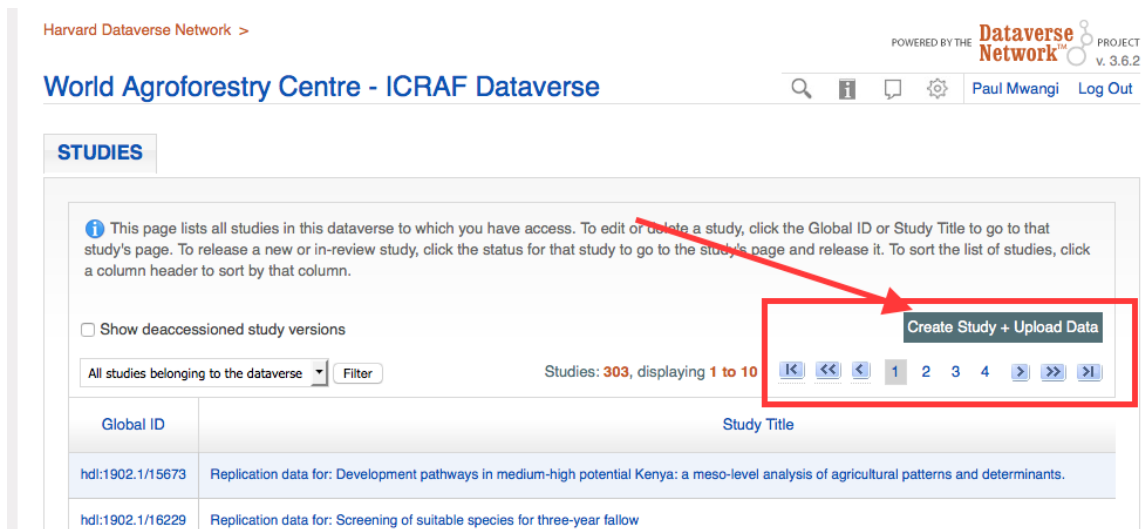


Figure 4

## Dataverse network study creation terms of use

You are required to read the terms of use. Once you have read and understood the terms, click on I agree on terms and continue.

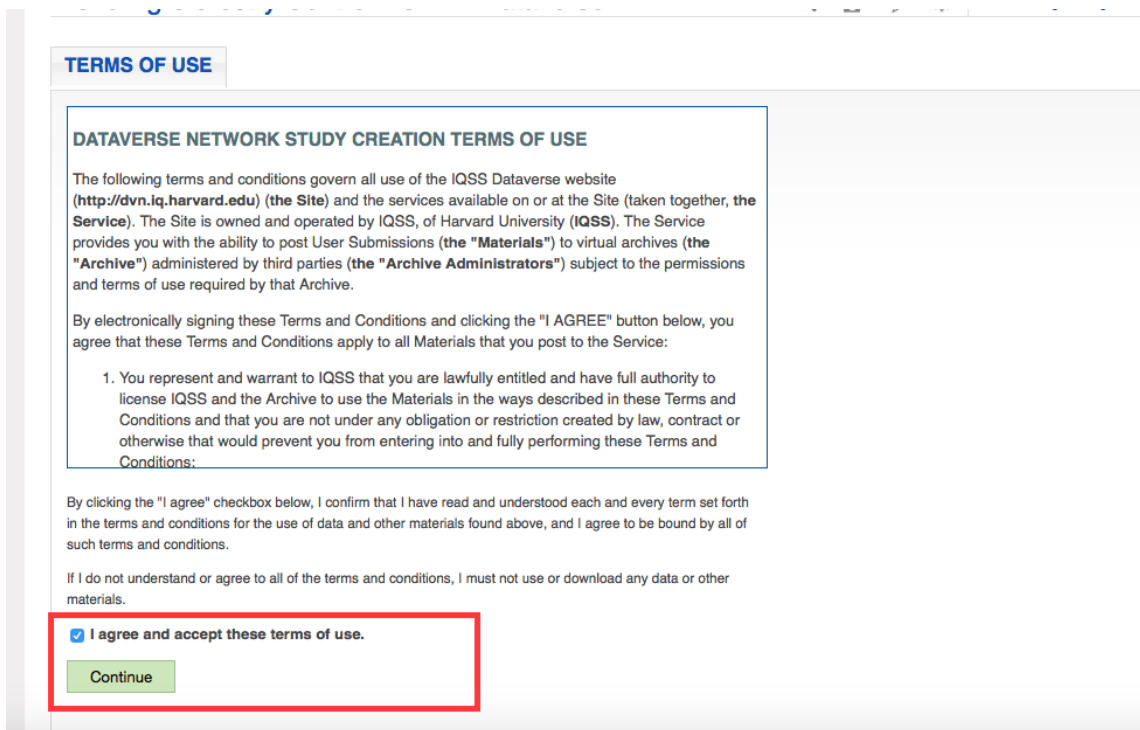


Figure 5

### Creating a study and adding Metadata data.

Here, you will be asked to enter information describing the data that you are about to upload.

You are encouraged to enter as much Metadata as possible but only the study title is required to get started.

You can add and edit the Metadata at any time.

We recommend that you at least add the following Metadata fields.

- a) Title of study
- b) Other ID – please put in which **Science Domain** you belong to here
- c) Related publication (if any)
- d) Name(s) of people who were the primary collectors / contributors of the data and their affiliations
- e) A short abstract of what the study is about (if a related publication exists)
- f) Keywords
- g) Country (ies) where the data was collected

Firefox File Edit View History Bookmarks Tools Window Help

the data.harvard.edu/dvn/dv/icraf/fares/study/EditStudyPage.xhtml?null

Show Required and Recommended Fields
  Show All Fields

**Data Citation**

Use the Data Citation Widget below to enter all the metadata needed for your citation.

**Data Citation Widget**

Click the links below to enter the data citation value metadata.

[< Author >](#), 
 [< Date >](#), 
 [< Title >](#), 
 [< doi:10.7910/DVN/ 29965 >](#), 
 [< World Agroforestry Centre \[Distributor\] >](#), 
 [V1 \[Version\]](#)

---

**Publication \***

**Publication Citation**

Replication Data for Original Publication (This will apply "Replication Data for:" to your title)

ID Type    ID Number    URL  
 Select          
(http://example-domain.edu)

---

**Data Citation Details**

The Data Citation is generated automatically by the Dataverse based on the information entered below.

<b>Title *</b>	<input type="text"/>
<b>Study Global ID *</b>	doi:10.7910/DVN/ <input type="text" value="29965"/>
<b>Other ID *</b>	Other ID    Other ID Agency <input type="text"/> <input type="text"/>
<b>Author *</b>	Name    Affiliation <input type="text"/> <input type="text"/> <small>(LastName, FirstName)</small>
<b>Producer *</b>	Producer    Abbreviation <input type="text" value="World Agroforestry Centre"/> <input type="text" value="ICRAF"/> Affiliation <input type="text"/>

Figure 6

Firefox File Edit View History Bookmarks Tools Window Help

the data.harvard.edu/dvn/dv/icraf/faces/study/EditStudyPage.xhtml?null

Distribution Date \*   
(YYYY or YYYY-MM or YYYY-MM-DD; AD or BC optional)

Deposit Date \*   
(YYYY or YYYY-MM or YYYY-MM-DD; AD or BC optional)

**Description and Scope**

Description \* ! Copying and pasting from a Word document can create errors when you save this page.

Description

Description Date   
(YYYY or YYYY-MM or YYYY-MM-DD; AD or BC optional)

Keyword \*    
URL   
(http://example-domain.edu/)

Topic Classification \*    
URL   
(http://example-domain.edu/)

Related Material \*

Figure 7

Firefox File Edit View History Bookmarks Tools Window Help

thedata.harvard.edu/dvn/dv/icraf/faces/study/EditStudyPage.xhtml?null

Related Studies \*

Time Period Covered - Start \*  
(YYYY or YYYY-MM or YYYY-MM-DD; AD or BC optional)

Time Period Covered - End \*  
(YYYY or YYYY-MM or YYYY-MM-DD; AD or BC optional)

Date of Collection - Start \*  
(YYYY or YYYY-MM or YYYY-MM-DD; AD or BC optional)

Date of Collection - End \*  
(YYYY or YYYY-MM or YYYY-MM-DD; AD or BC optional)

Country/Nation \*

Geographic Coverage \*

Geographic Unit \*

Kind of Data \*

Save Cancel

Figure 8



After you are done, click on the save button and proceed to uploading data.

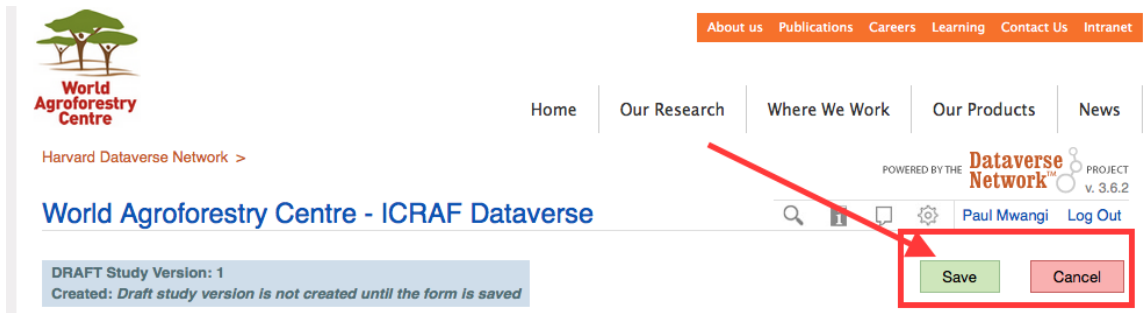


Figure 9

After you have saved, a “study version note” box will appear as shown in the figure below. You are required to put in a small comment describing what you have done for example “added meta data”, “change authors” etc.

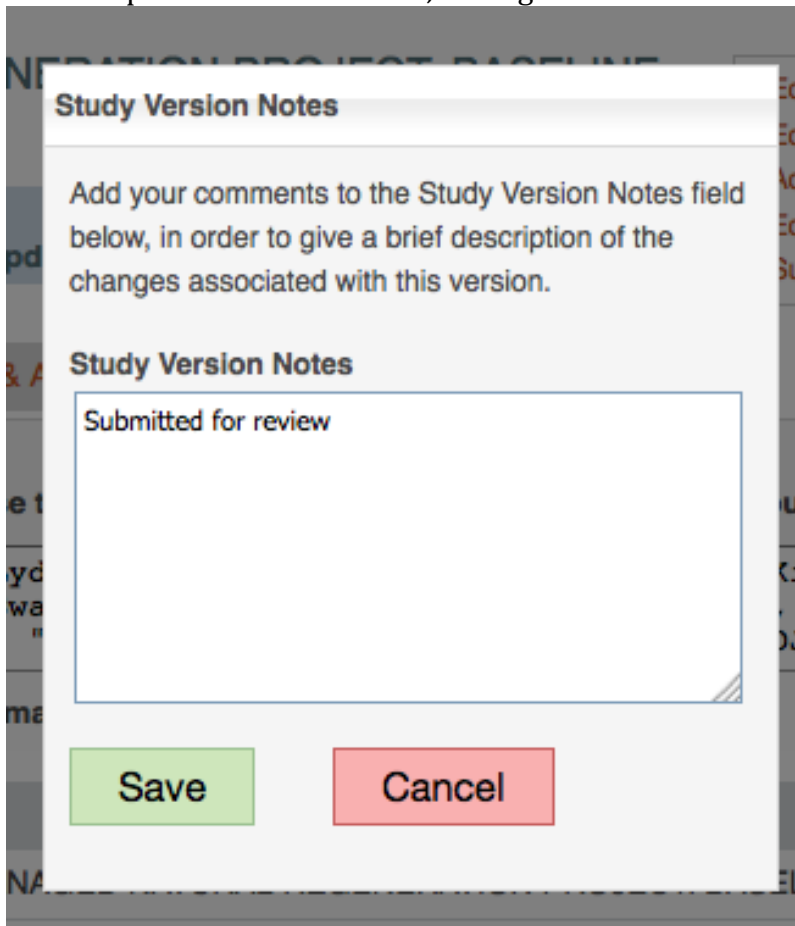


Figure 10

## Uploading data

To upload data, click on the add files link as shown on figure 11.

Harvard Dataverse Network >

### World Agroforestry Centre - ICRAF Dataverse

POWERED BY THE **Dataverse Network** PROJECT v. 3.6.2

Paul Mwangi Log Out

#### FARMER MANAGED NATURAL REGENERATION PROJECT: BASELINE SURVEY

doi:10.7910/DVN/29938

DRAFT Study Version: 2 – View Released Version

Created: Wed Apr 08 02:17:26 EDT 2015 – Last Updated: Wed Apr 08 02:17:26 EDT 2015

- Edit Cataloging Information
- Delete Draft Version
- Edit/Delete File + Information
- Add File(s)
- Edit Study Version Notes
- Submit For Review

Figure 11

Browse to the file and select open. It will automatically appear in the upload files table as shown in figure 12

To simplify display, especially with large studies, categorize your files (for instance, "Questionnaire" or "Data File"). Each study has its own categories, so when you upload a file, simply type the name of the category you'd like to create in the lefthand box, then select save.

If you have previously created a category, select it from the drop down menu, then select the file or files you'd like to place in that category.

You can always edit categories and edit or delete files later by selecting the appropriate action from the top left hand corner of the study page as shown in the figure below.

**UPLOAD FILES**

Select the Data Type from the drop-down list. Then click the *Browse* to select the file to add to this study.

SPSS (.sav or .por), STATA (.dta), CSV (character-separated values), TAB (tab-delimited), or GraphML (.xml) files are processed as subsettingtable data files, which can be analyzed online by using the Dataverse Network analysis tools. When selecting a CSV (character-separated values) data type, an SPSS Control Card file is first required.

You can use the file *Category* to define and group the types of file that you upload, such as Documentation or Data files.

After you have selected the file(s) that you would like to add to the study, click *Save*.

**Choose a Data Type**

- Choose a Data Type
- Tabular Data
  - SPSS/POR
  - SPSS/SAV
  - Stata
  - RData
  - CSV (w/SPSS card)
  - TAB (w/DDI)
  - SPSS/POR,(w/labels)
- Network Data
  - GraphML
  - Zip Archive (Multiple Files)
  - Tar Archive (Multiple Files)
  - FITS file
  - Other

**Tabular and Network Data** files can be subset and analyzed using the Dataverse Network analysis tools. These files will take longer to upload and you'll get a notification once the upload is completed. Tabular files will also get Universal Numerical Fingerprint (UNF). All other files types will be available for download only.

File Name	Description	Size (bytes)	Remove
-----------	-------------	--------------	--------

Save Cancel

Figure 12

Use the check boxes next to the file name to download multiple files. Data files will be downloaded in their default format. You can also download all the files in a category by checking the box next to the category name. You will be prompted to save a single archive file. Study files that have restricted access will not be downloaded.

Select all files  Total Number of Files: 12 Total Downloads: 23

- 0. Disclaimer**
  - CRP6Disclaimer.pdf [Download](#)  
Adobe PDF - 195 KB - 4 downloads  
MD5 Checksum: 3b40c62cb6eef42b89c86d65593d0451
- 1. Village Level Questionnaires**
  - ASSOCIATION FORM A\_7 12 13+binam.docx [Download](#)  
application/octet-stream - 45 KB - 3 downloads  
MD5 Checksum: c160e3faa696a5ca67cab3ae16d43075
  - FOREST FORM\_7 12 13+binam.docx [Download](#)  
application/octet-stream - 47 KB - 3 downloads  
MD5 Checksum: 1158250b4c9984198305a78c283c2f51
  - Product Form+binam.docx [Download](#)  
application/octet-stream - 29 KB - 2 downloads  
MD5 Checksum: 124fdd518c0b25257a7a8c5f046f556
  - SETTLEMENT FORM\_7 12 13 +binam.docx [Download](#)  
application/octet-stream - 66 KB - 2 downloads  
MD5 Checksum: 615bf94376c1509a8a9b2064e1d36d93
- 2. Household Questionnaire**
  - SENTINEL LANDSCAPE HH v1 1 (TRADUIT) +binam.docx [Download](#) This is the household questionnaire in French.  
application/octet-stream - 147 KB - 4 downloads  
MD5 Checksum: 6a276e8b20bdc080da24c378b7e3383d
- 3. CSPro Data Entry Templates**
  - Association form.zip [Download](#)  
Zip Archive - 59 KB - 0 downloads  
MD5 Checksum: ee8a941da7cd896c11f757ac53aa3061
  - Forest form.zip [Download](#)  
Zip Archive - 59 KB - 0 downloads  
MD5 Checksum: e945a0b7845c275326622b7b553d1f9d
  - Product form.zip [Download](#)  
Zip Archive - 51 KB - 0 downloads  
MD5 Checksum: 37d6ccb882052549765da114baa9fd53
  - Settlement form.zip [Download](#)  
Zip Archive - 76 KB - 0 downloads  
MD5 Checksum: 27f50d8d44174e120b7d015bd93c5663

Figure 13

- SL-HH INSTRUMENT.zip [Download](#)  
Zip Archive - 111 KB - 0 downloads  
MD5 Checksum: 499d0a1eaf35be70b5874f09dbae745a
- 4. Data file**
  - Burkina Faso\_English.csv [Download](#) Baseline data collected for 2 sites in Burkina Faso - Cassou and Knogoussi  
Plain Text - 5 MB - 5 downloads  
MD5 Checksum: 618d134cf000853174d52f0e78dc4f2c

Figure 14

## Submitting the study for review

The study is now almost ready. Submit your study for review by the Dataverse administrators.

### World Agroforestry Centre - ICRAF Dataverse

#### REPLICATION DATA FOR: ASSESSING MARKET POTENTIAL OF AGROFORESTRY TREE SEEDLINGS IN WESTERN KENYA

doi:10.7910/DVN/29518

DRAFT Study Version: 1 – No Released Version

Created: Wed Mar 18 07:40:11 EDT 2015 – Last Updated: Thu Apr 02 03:17:03 EDT 2015

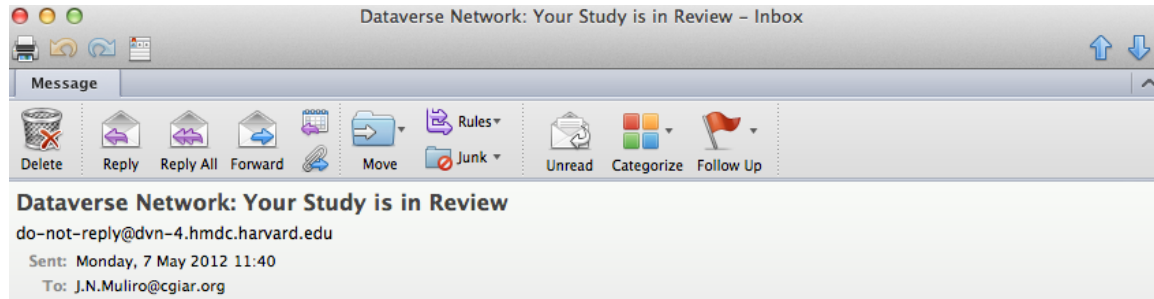
Study Version Notes: Disclaimer uploaded

STUDY V.1 v. 3.6.2  
Paul Mwangi Log Out

- Edit Cataloging Information
- Edit/Delete File + Information
- Add File(s)
- Edit Study Version Notes
- Submit For Review
- Delete Draft Version

Figure 15

You will receive an email confirmation that your study has been submitted for review.



Your study 'Replication data for: Exotic tree species displace indigenous ones on farms at intermediate altitudes around Mount Kenya' is now under review. You will be notified when the study is released.

Please do not reply to this email.  
Thank you,  
The Dataverse Network Project

Figure 16

The Dataverse administrators will do the following before releasing your study:

- a) Add an ICRAF disclaimer
- b) Anonymize the data
- c) Ensure the data submitted is raw cleaned data.
- d) Add anything that is missing in the cataloging information
- e) Set the permissions (if need be)

### Releasing the study

Once the Dataverse administrators are satisfied with the study, the study will be released. Once again, you shall receive an email confirmation with a link to the study.

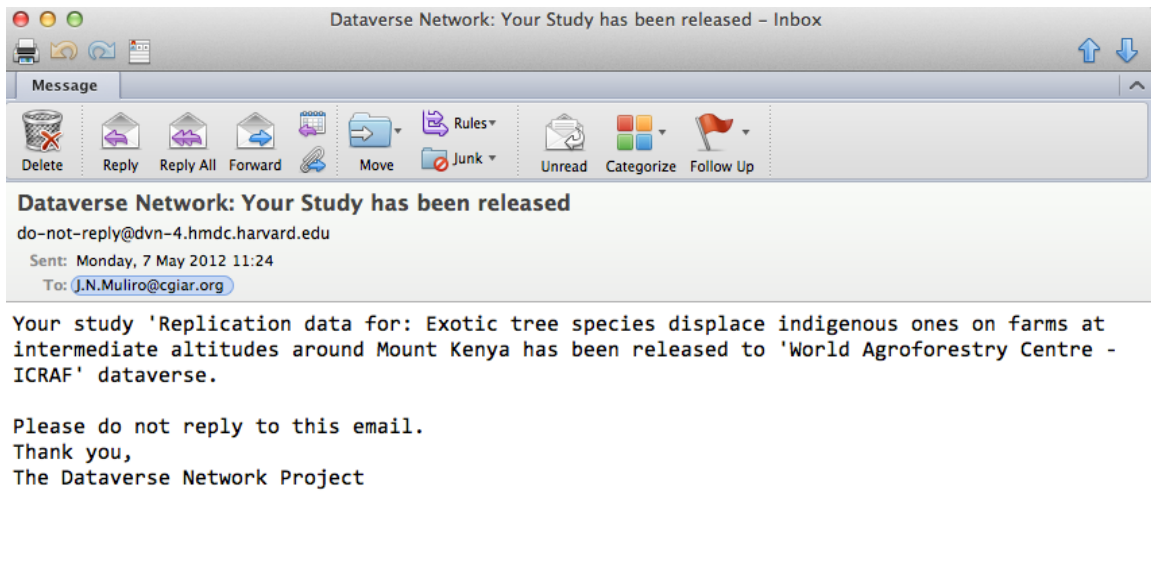


Figure 17



Figure 18

## Permissions

For project data that hasn't been published, the data is usually restricted. Dataverse administrators will restrict the files to only project members.

We also have studies that have restricted datasets and access can be given upon request.

## Deaccession of a study

You can at any time request a released study from being accessed by anybody. This can be done sending an email to the Dataverse administrators with your reason for deaccession.

This makes the study totally inaccessible to all users and the public. Please note that the study is not permanently deleted and you and the Dataverse administrator can access it by selecting to view deaccessioned studies.

To permanently delete a study please contact the Dataverse administrators.

### Additional information

- ✓ For more information on Research data archival guidelines visit - <http://worldagroforestry.org/research-methods/sites/default/files/Research%20Data%20Guidelines.pdf>
- ✓ For more information on ICRAF Research Methods Group, please visit <http://worldagroforestry.org/research-methods/>
- ✓ Please visit our Method Portal (*ICRAF users only*) <http://intranet.worldagroforestry.org/apps/rmg/methodportal/index.php?username1=GTfij>

Thank you!