

# INITIAL SETUP OF DATAVERSE STUDY FOR PROJECT DATA MANAGEMENT

## PROJECT INITIATION

At project initiation please follow these steps:














1. Decide on a folder structure for storing data and documents for your project. Setup folders for methods, data, questionnaires, data entry tools etc. (see example below).
2. Contact RMG ICRAF (Leroy Mwanzia) to create a dataverse study for your project
3. Identify one project staff that is responsible for compiling the data and communicates with Leroy.
4. Submit metadata e.g. project description and existing supporting documentation, e.g. methods, questionnaires etc
5. Create a digital data entry form for the questionnaire
6. Contact RMG or project Data Manager on how to clean, verify and “massage” the data.

## Example of Folder Structures on Dataverse

Figure 1 - Example 1

<b>1. Disclaimer</b>		
<input type="checkbox"/> Disclaimer.pdf	Download	
Adobe PDF - 182 KB - 1 download		
<b>2. Instructions</b>		
<input type="checkbox"/> Going through Landscape Mosaics Repository.pdf	Download	
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<b>3. Method</b>		
<input type="checkbox"/> Correspondence_Dataset-Database_Nov 2011.xlsx	Download	
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<input type="checkbox"/> LM Dataset description_Nov 2011.xls	Download	
MS Excel - 190 KB - 1 download		
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Adobe PDF - 1 MB - 1 download		
<input type="checkbox"/> LM Research Guidelines Version 1_2008.pdf	Download	
Adobe PDF - 648 KB - 1 download		
<b>4. Database - Consolidated Datasets</b>		
<input type="checkbox"/> Landscape Mosaics Database.zip	Download	
ZIP Archive - 3 MB - 1 download		
<b>5. Tools - Data Entry / Management Tool</b>		
<input type="checkbox"/> Import Files.zip	Download	
ZIP Archive - 1 MB - 1 download		
<input type="checkbox"/> LM Database.zip	Download	
ZIP Archive - 4 MB - 1 download		
<input type="checkbox"/> reports produced by tool.zip	Download	
ZIP Archive - 6 MB - 1 download		
<b>6. Tools - Questionnaires - Generic</b>		
<input type="checkbox"/> Conflict.docx	Download	This questionnaire captures information about social conflicts and conflicts of interest.
application/octet-stream - 60 KB - 1 download		
<input type="checkbox"/> HouseHold.docx	Download	This questionnaire captures household / family related information.
application/octet-stream - 50 KB - 1 download		

Figure 2 - Example 2

<b>Access Databases</b>		
<input type="checkbox"/> BRASIL_Transamazon_all_20Jan2012.rar application/octet-stream - 2 MB - 1 download	 <a href="#">Download</a>	Brazil (Transamazon) Access Databases (January 20, 2012)
<input type="checkbox"/> Peru_todos_28Jun2011.zip ZIP Archive - 5 MB - 0 downloads	 <a href="#">Download</a>	Peru Access Database June 28 2011
<b>Codebook</b>		
<input type="checkbox"/> Codes PEN_RAVA 7-6 Aug 2010.docx application/octet-stream - 174 KB - 0 downloads	 <a href="#">Download</a>	RAVA Codebook - English
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<input type="checkbox"/> Guide Database V4 ENG.doc MS Word - 1 MB - 0 downloads	 <a href="#">Download</a>	RAVA Database Guide - English
<b>Database Iterative Verification Tools</b>		
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<input type="checkbox"/> Q1_16Feb_2012.rar application/octet-stream - 132 MB - 0 downloads	 <a href="#">Download</a>	Verification Tool for Access Database - Household level, Quarterly 1
<input type="checkbox"/> Q2_27Feb_2012.rar application/octet-stream - 121 MB - 0 downloads	 <a href="#">Download</a>	Verification Tool for Access Database - Household level, Quarterly 2
<input type="checkbox"/> Q3_27Feb_2012.rar application/octet-stream - 109 MB - 0 downloads	 <a href="#">Download</a>	Verification Tool for Access Database - Household level, Quarterly 3
<input type="checkbox"/> Q4_24feb_2012.rar application/octet-stream - 93 MB - 0 downloads	 <a href="#">Download</a>	Verification Tool for Access Database - Household level, Quarterly 4
<input type="checkbox"/> V1_19Feb_2012.rar application/octet-stream - 52 MB - 0 downloads	 <a href="#">Download</a>	Verification Tool for Access Database - Village level 1