



Data Deposit Form

Thank you for choosing to preserve your public opinion survey research data for future generations of social science researchers. The Roper Center, founded in the 1940s, has become the largest archive of public opinion data in existence. The Center is committed to the best practices in data preservation and the development of access tools to permit intelligent use of the data entrusted to its care (See [terms and conditions of use.](#))

If you would prefer to submit your data via our online data provider portal, please contact data-services@ropercenter.org

This Data Deposit Form grants permission for the Roper Center to archive, preserve, and distribute the data collection identified below. By signing, you, acting on behalf of the Submitter, give assurance of the following:

1. Submitter gives permission to the Roper Center for Public Opinion Research to make the Data Collection publicly available under the Roper Center for Public Opinion Research's standard terms of use.
2. Submitter gives permission to the Roper Center for Public Opinion Research:
 - To disseminate copies of the Data Collection in a variety of distribution formats according to the standard terms of use of the Roper Center for Public Opinion Research
 - To promote and advertise the Data Collection in any publicity (in any form)
 - To describe, catalog, validate and document the Data Collection
 - To store, translate, edit, copy or re-format the Data Collection in any way in accordance with best archival practices to ensure its future preservation, accessibility, and usability
 - To incorporate metadata (cataloging information) or documentation in the Data Collection into public access catalogues
3. In preparing this data collection for public archiving and distribution, Submitter has removed all information directly identifying the research subjects in these data, and has used due diligence in preventing information in the collection from being used to disclose the identity of research subjects.
4. Submitter gives permission to the Roper Center to enhance, transform, omit and/or rearrange the Data Collection, including the data, metadata, and all associated documentation, in accordance with best archival practices, for any of the following purposes:
 - protect respondent confidentiality, as required by applicable laws, regulations or best practices.
 - improve usability
5. Submitter further agrees to release and hold harmless the Roper Center from any and all liability from claims arising out of any legal action concerning identification of research subjects, breaches of confidentiality, or invasions of privacy by or on behalf of said subjects.

Roper Center for Public Opinion Research, Cornell University
Rhodes Hall, Room 651, Ithaca, NY 14853-3801
www.ropercenter.cornell.edu

Diversity and Inclusion are a part of Cornell University's heritage. We are a recognized employer and educator valuing AA/EEO, Protected Veterans, and Individuals with Disabilities.

I give permission for this data collection to be redisseminated by the Roper Center for Public Opinion Research under its standard terms of use. We will apply due diligence in assuring information that may be used to disclose the identity of respondents will be removed.

Name:

Title:

Organization:

Address:

City:

State/Province:

Country:

Email address:

Telephone number:

Name of data collection:

Signature:

Date:

Roper Center for Public Opinion Research, Cornell University
Rhodes Hall, Room 651, Ithaca, NY 14853-3801
www.ropercenter.cornell.edu

Diversity and Inclusion are a part of Cornell University's heritage. We are a recognized employer and educator valuing AA/EEO, Protected Veterans, and Individuals with Disabilities.

Submission Checklist

Please use this checklist to provide the archives with information about the substantive and technical characteristics of your survey data collection. Providing the requested information ensures that the survey collection will be accurately and thoroughly described for use by future researchers and helps ensure that the documentation for your study meets best practices for transparency in the survey research community. The information provided in your submission allows Roper Center staff to prepare descriptive materials for various searchable databases that the Center maintains. This information also permits the creation of citations for use by researchers. Providing proper citation to the original data producers is vital to maintaining the integrity of Center archives.

Please contact the Center if there are any questions about what should be included. In preparing data for public archiving and distribution, information directly identifying survey respondents should be removed.

Submission Package Elements

Required Items	
Questionnaire and/or codebook	
Dataset (preferred formats SPSS, Stata, .csv, SAS)*	
Methodology report (see Disclosure Elements below)	
Location of weighting variable	
Any restrictions or embargoes placed on the availability of the data	
Encouraged items	
Press releases, reports, data tables	
Translated versions of questionnaires	
Complete open-ended responses and coding information	
Technical reports or other supportive information	
Screenshots of online or mobile versions of instrument	

Disclosure Elements

Core: Required for Recently Developed Methods, Strongly Encouraged for Longstanding Methods	
Survey organization**	
Grant funding source	
External survey sponsor**	
Data collection dates**	
Universe**	
Geographic coverage**	
Justification for claims of representativeness	
Mode**	
Mode other: Description (filtered on previous)	
Sample size	
Sampling procedure: Summary	

Roper Center for Public Opinion Research, Cornell University
Rhodes Hall, Room 651, Ithaca, NY 14853-3801
www.ropercenter.cornell.edu

Diversity and Inclusion are a part of Cornell University's heritage. We are a recognized employer and educator valuing AA/EEO, Protected Veterans, and Individuals with Disabilities.

Sampling procedure: Respondent selection stage	
Sampling frame	
Weight variable**	
Weighting benchmark source	
Variables used for weighting	
Disposition codes (OR response rate)	
Response rate (OR disposition codes sufficient to calculate response rate)	
Completion or participation rate	
Completion or participation rate details (filtered on previous)	
Survey language(s)	
Full question wording with all interviewer instructions, prompts and visual aids	
Additional: Strongly Encouraged for All	
External sample provider(s)	
Proportion of sample provided	
Use of breakout routers or chains	
Breakoff rate	
Estimated size of the noncovered population	
Use of incentives	
What incentive was provided	
Quality control: Summary	
% respondents removed due to checks	

*If your data are in a format outside of this list of preferred formats, please contact us to discuss options for archiving.

**Required elements to meet minimum disclosure for Longstanding Methods Collections. Some exceptions made be made in the case of historical materials.

Roper Center for Public Opinion Research, Cornell University
Rhodes Hall, Room 651, Ithaca, NY 14853-3801
www.ropercenter.cornell.edu

Diversity and Inclusion are a part of Cornell University's heritage. We are a recognized employer and educator valuing AA/EEO, Protected Veterans, and Individuals with Disabilities.