



Data Deposit Form

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the newest version of this Form can be downloaded from:
<http://www.ads.org.pl/pdf/FORM04E.pdf>

1. Title of the Study

2. Please enter the name of your institute/institution:

3. Please enter the name of the principal investigator and your contact person for questions about the study:

a) Principal Investigator:.....

Principal Investigator's e-mail:

b) Contact Person:

Contact Person's e-mail:

Study Description

4. The purpose of the study

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5. Main topics of the study

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6. Unit of Analysis (e.g. respondent) :

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Sample design

7. What was the type of the sample applied in the study?:

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8. What was the geographic coverage of your sample:

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9. What was the lower age cut-off for your sample?

years and more

10. Was there any upper age cut-off for your sample?

Yes, people over the age of ... were excluded or more

No – there was no upper cut-off

10. What data collection methods were used for the study?

- „face-to-face“ interview
- CATI
- Self-completion
- Postal survey
- Mixed-mode
- Other

If mixed mode or other, please, describe the method of data collection in more details:

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11. What was the total number of starting or issued names/addresses and the total number of successfully completed

starting or issued names/addresses

successfully completed

12. Was substitution or replacement permitted at any stage of your selection process or during fieldwork?

- Yes
- No

If so, in what way was substitution or replacement permitted?

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14. All in all, what are the known limitations (biases) of your achieved sample?
For example: is there differential coverage of particular groups, either because of
sample design or response differences?

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15. Was a complete description of sample design attached to deposited
documentation?

Yes

No

Fieldwork

16. Please write in the start and end dates of fieldwork:

Start date:

Day Month Year
□□ □□ □□□□

End date:

Day Month Year
□□ □□ □□□□

If other, please, describe in more details

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17. While repeating the attempts to contact with a respondent or household/address, were the interviewers required to:

- make a certain number of calls/visits in different times of the same day
- make a certain number of calls/visits on different days
- none of above

Additional information:

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18. How many times were interviewers required to make a certain number of calls/visits to a respondent or household/address before they were acknowledged unavailable?

- Minimum number of contact attempts

Additional information:

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19. Were any interviews back-checked (e.g. supervisor checks later whether interview was conducted)?

- Yes – approximate proportion %
- No

Additional information:

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Other information about the study

20. Pattern for data quotation

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21. If your study is a part of a larger survey or coming from other sources (like e.g. public statistics) – what is its source?

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22.

Please, indicate generally accessible publications that refer to the data deposited at the Archive

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Technical information concerning the data depositing to the ADS

23. Total number of different files deposited to the ADS

Files

24. Description of all files deposited to the ADS

	File name	Number of cases / size In bytes	Number of variables	Format (SPSS, SPSS-portable, ASCII, PDF)	File description
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

25. The way data were deposited in the Archive/ what data carrier was used?

CD

FTP protocol

26. What kind of processing was involved in producing the data sets/ archiving the data set at the Archive?

Please write X symbol if the answer is YES (positive)

		File 1	File 2	File 3	File 4	File 5	File 6	File 7	File 8	File 9	File 10
A	Full control over logic consistency of the data set										
B	Control over correctness with respect to the instructions at filter questions										
C	Creating derived variables on the basis of the already existent										
D	Control over non-documented "wild codes"										
E	Standardization of the special codes										
F	The data-set contains string values.....										

If the answer is positive for A, B or D, please answer question 27

27. Were interviewers' errors corrected: (for example, by a 'forced' edit):

- Automatically
- Individually
- Both – automatically and individually

28. Was the documentation deposited as:

- ASCII file
- Adobe PDF
- Other

If other, please give more detailed information

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