IAI OPEN DATA CATALOG
DATA UPLOADING INSTRUCTIONS

1. Getting started

- ❏ Register to Harvard Dataverse at https://dataverse.harvard.edu/.
- ❏ Contact the IAI (iai@dir.iai.int) to provide access to the data uploading functionality of the IAI Open Data Catalog.
- ❏ Once access has been granted, you can upload data. First, log into the IAI Open Data Catalog.
- ❏ Select a topic that best describes your research:
    - ❏ Atmosphere, Ocean and Freshwater processes
    - ❏ Climate Variability in the Americas
    - ❏ Ecosystems, biodiversity and land use
    - ❏ Human Dimensions and Applications

You are now ready to upload data. Metadata can be provided either in English or Spanish.

2. Saving the metadata and data

- ❏ Select Add Data - New Dataset:
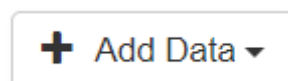
- ❏ Keep the default dataset template ("Inter-American Institute for Global Change Research").
- ❏ Add citation metadata as instructed below. Self-explanatory fields are omitted from the instructions. Please note that each field has a tooltip that can be seen by hovering the mouse over the caption:

Title *   Full title by which the Dataset is known.

❏ All fields marked with an asterisk are required. Optional fields can be left blank.

CITATION METADATA	
Field	**Description**
Title	Title of the research
Author, name	The names of all the authors of the research. Add more authors when needed using the plus -sign.
Contact, name	The name of the contact person of the research output.
Description	A description of the research output.
Keyword, term	Give a set of comma-separated list of keywords that best describe the research.
Keyword, vocabulary	If the keywords belong to a controlled vocabulary, give the name of the vocabulary here. Optional.
Keyword, vocabulary URL	If the keywords belong to a controlled vocabulary, give the URL of the vocabulary here. Optional.
Topic classification, Term	The contents of this field are to be taken from the AGROVOC controlled vocabulary. Choose a topic that best matches the research output from: http://aims.fao.org/standards/agrovoc/functionalities/search
Topic classification, Vocabulary	The content of this field is *AGROVOC*.
Topic classification, Vocabulary URL	The content of this field is *http://aims.fao.org/standards/agrovoc*.
Contributor	The person or organization responsible for collecting, managing or contributing to the source. Optional.
Grant information, Grant Agency	The content of this field is *Inter-American Institute for Global Change Research*
Grant information, grant number	Provide the grant number associated with the dataset. For instance, CRN-III.
Distributor	The organization designated by the author to generate copies of the work. Optional.

Distribution date	The date the work was made available for distribution. Optional.
Depositor	The name of the person uploading the dataset.
Time period covered	The time period covered by the data. Optional.
Date of collection	The time period when the data were collected. Optional.
Kind of data	Select the data format from a controlled vocabulary by DDI Alliance: http://www.ddialliance.org/Specification/DDI-CV/KindOfDataFormat_1.0.html
Series	Information about the dataset series. Optional.
Software	The name and version of the software used to produce the data. Optional.
Related material	A free description of any materials that may be related to the data. Optional.
Other references	References to supporting materials, if any. Optional.
Data sources	Relevant data sources that were used to create the dataset. Optional.
Origin of sources	For historical materials, information about the origin of the sources and the rules followed in establishing the sources. Optional.
Characteristic of sources noted	Assessment of the sources. Optional.
Documentation and access to sources.	Level of documentation of the original sources. Optional.

❏ Add the data by choosing "Select files to add":

+ Select Files to Add

❏ Select Save Dataset. After saving, you are directed back to the main menu.
❏ To save additional metadata, select the dataset you just created and press "Add + Edit metadata".

✏ Add + Edit Metadata

❏ Scroll down to see additional metadata. It is possible to add geospatial, social sciences and humanities metadata, life sciences metadata and journal metadata.

GEOSPATIAL METADATA	
Field	**Description**
Other	Freetext on the geographic coverage of the data. Optional.
Geographic unit	The lowest level of the geographic data, e.g. village or county. Optional.

SOCIAL SCIENCE AND HUMANITIES METADATA	
Field	**Description**
Unit of analysis	Basic unit of analysis, such as individuals, households or groups. Optional.
Universe	Description of the population covered by the data. Optional.
Time method	The time method or time dimension of data collection, e.g. panel or cross-sectional. Optional.
Data collector	Individual, agency or organization responsible for administering the questionnaire or interview or compiling the data. Optional.
Frequency	The frequency of the data collection, e.g. monthly. Optional.
Target sample size, formula	The formula used to determine target sample size. Optional.
Collection mode	Method used to collect the data, e.g. a face-to-face interview. Optional.
Type of research instrument	A type of data collection instrument used. E.g. a questionnaire or a programming script. Optional.
Characteristics of data collection situation	A description of the data collection situation. For instance, the duration of the interviews. Optional.
Actions to minimize losses	A summary of actions taken to minimize data loss. For instance, historical matching. Optional.
Weighting	The criteria for using weights if applicable. Optional.
Cleaning operations	Methods used to clean the data, e.g. consistency checking. Optional.
Response rate	Percentage of sample members who provided information. Optional.

LIFE SCIENCES METADATA	
Field	**Description**
Other organism	If "other" was selected in the organism field, give a comma-separated list of the organisms of the dataset. The use of the NCBI taxonomy (https://www.ncbi.nlm.nih.gov/taxonomy) is recommended. Optional.
Other measurement type	If "other" was selected in the measurement type field, give a comma-separated list of the measurement types of the dataset. Terms from NCBO bioportal (https://bioportal.bioontology.org/) are recommended. Optional.
Cell type	The name of the cell line from which the source or sample derives. Optional.

3. Saving the file tags

❏ After saving the metadata, you are taken back to the main menu. Save tags to the files you uploaded by selecting the dataset.
❏ Select the files.
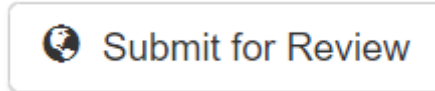❏ Choose Edit Files - Metadata:
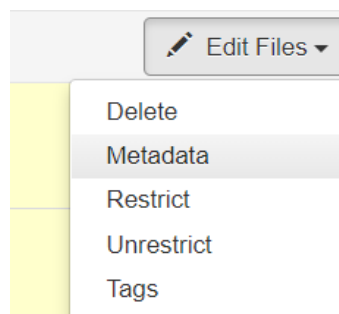
❏ Select Edit Tags.
❏ Select the most appropriate option from File Tags and for tabular data, Tabular Data Tags. A custom file tag can be created.
❏ Save changes.

4. Next steps

❏ When you have saved all the metadata, go to the dataset and submit it for review:

Submit for Review

❏ The data curator of the IAI will do a general check on the metadata. Once the dataset has been checked it will be published in the Open Data Catalog.

5. Questions or comments?

Please do not hesitate to send us your questions or suggestions at iai@dir.iai.int.