Panel Data Research Center, Institute for Economic Studies, Keio University

Process to conclude/extend data usage on the DMS

[Manual for students and non-students]

2023.4   Ver.1

Contents (procedure flow)

1. Completion report (at the end of the period of use)
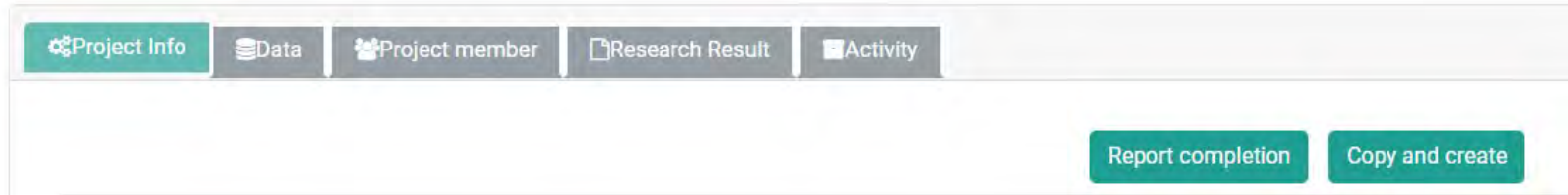
When the period of use **(one year for non-students and until the end of the academic year for students)** ends or if the project is completed within the usage period, a completion report is required.
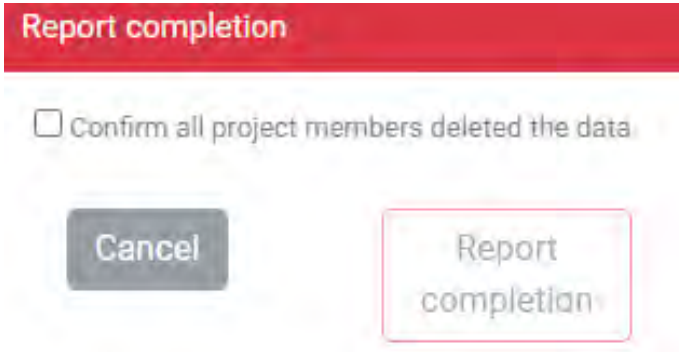
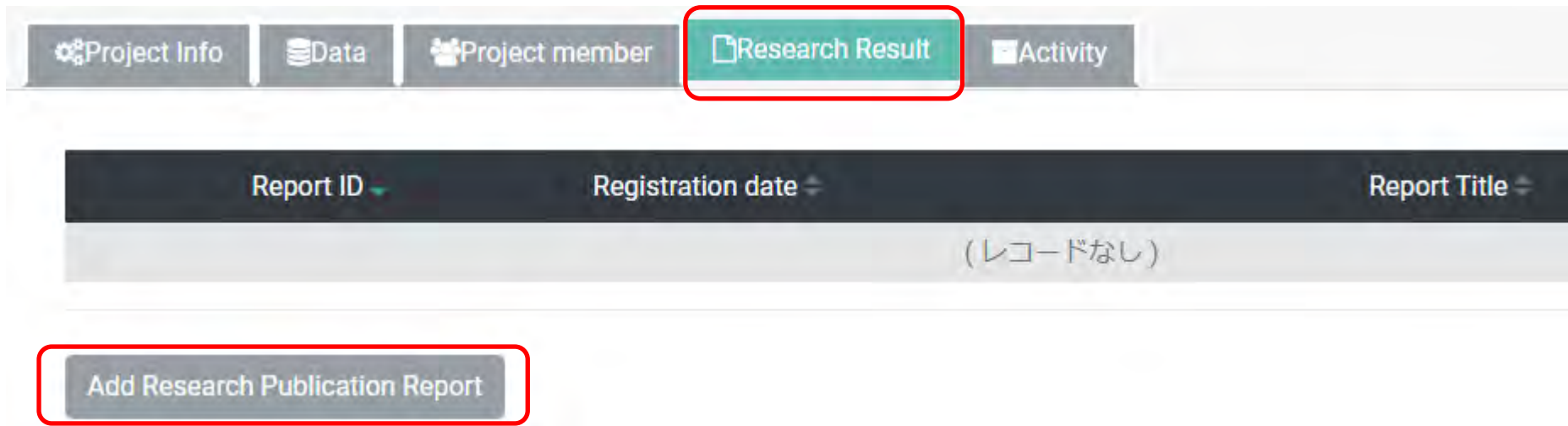**Click on the button "Report completion" that is displayed at the top of "Project info" tab**

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After confirming that all project members deleted the data, please check "Confirm all project members deleted the data"

↓

Click "Report completion"

2.Research result report
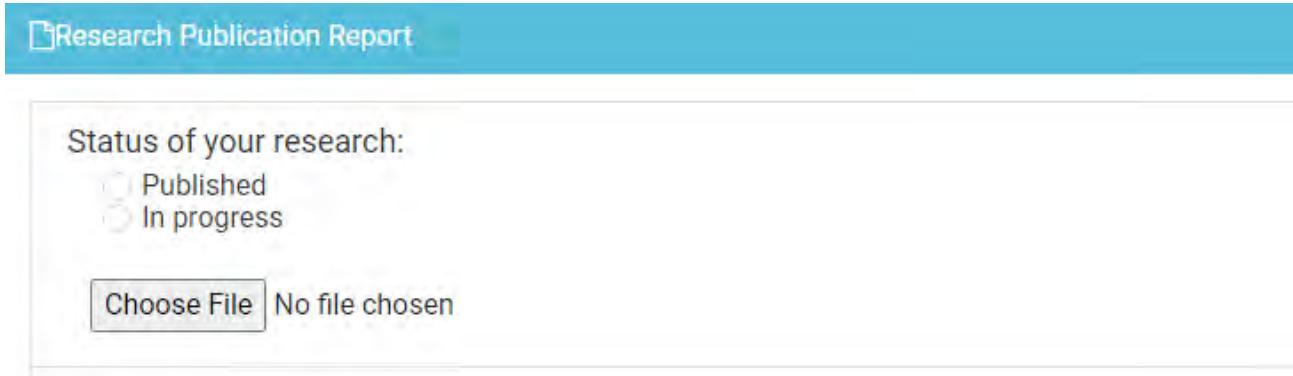
Research result reports are accepted during the usage period and after the expiration of the data usage period.
* If you do not report research results, you may not receive approval to use the PDRC's data in the future.

To report research results, click on the "Research Result" tab
⇒ Click "Add Research Publication Report"

* To report multiple results, please fill the information and report one publication per time. After reporting the first case, please click again on "Add Research Publication Report" and enter the details for the next one.

2.Research result report

Research Publication Report

Status of your research:
- ○ Published
- ○ In progress

Choose File | No file chosen

- **For published researches**

Choose "Published"
⇒ Click on "Choose File"
⇒ Upload your publication (PDF file)

- **For researches in progress**
⇒Choose "In progress"

2.Research result report

Author(s):

Title:

Type of publication:
- [ ] Academic journal (refereed)
- [ ] Academic journal (non-refereed)
- [ ] Conference report
- [ ] Dissertation
- [ ] Other

Title of the media that published your research (journal title, book title, etc.):

URL of the publication:

Publication date (actual or expected):

📅

Abstract:

[Research report list] [Confirm]

- Author and Title: enter the information exactly as in the published work.
- Type of publication: check the one that applies.
- Title of the media that published your research (journal title, book title, etc.): type the media official name.
- URL of the Publication: enter the URL of your publication if the media has a web version.
- Publication date (actual or expected): select month and day on the calendar.
- Abstract: type the abstract (if the PDF file already has an abstract this field can be omitted).

⇒ **Click on "Confirm".**
⇒ **After double-checking the contents click on "Submit".**

2.Research result report

Notes:

- Please fill in all fields on the form when reporting research results and use one form for each publication. You may skip the "Abstract" field if the submitted copy of your research (PDF file) already has an abstract.

- Please fill in "Abstract" if your research is in progress.

- Please fill in "Abstract" if you do not have any documents to submit.

- Even if you do not have any research results that can be submitted or if you did not use the data, please indicate this in the "Abstract".

- It is possible to report research results even after the permitted period of use expires. **Please, report your research result each time you publish a new work.** Please, be aware that if you do not report research results, you may not receive approval to use the PDRC's data in the future.

3. Data usage renewal and application content change

In the following cases, data application procedures (renewal application) are required.

1. The data usage period will or already expired and the user would like to continue using the data for the same project.
2. The user would like to make a change or add data in a created project (during usage period).
3. The user would like to change or add members in a created project (during usage period).

Notes:
Update your profile with the latest information

After logging in to DMS, click "Setting" in the upper right side → check "Profile" and verify if there are any changes in your details.

If there are changes, click "Change profile", modify the contents as appropriate, and click "Confirm your entry".

3. Data usage renewal and application content change

[Common to all]

Create a copy of the project by referring to "1. Creating a Project (reutilizing previous projects)" of the manual "Process to apply for data on the DMS" (page 16).

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On the "Project Info" tab, click "Edit" on the bottom of the page

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Confirm that the project ID of the reutilized project is available in "Project Name(Research theme)" of the new project. It will be recorded in the following way:[Extension: Previous project ID:****]
* After click "Copy and create" the new project is automatically created.
* If you click "Copy and create" many times, multiple copies will be listed.
   Please leave just the most recent project ID that has been approved for use.

3-1. Data usage renewal (extension)

1. **The data usage period will or already expired and the user would like to continue using the data for the same project.**

From the "Data" tab you can verify the requested data. If the data used in the previous application is not the latest version, replace it with the latest version.
* If you need the old data for some specific reason, please write the reason for using the old data in the "Research proposal".
* It is not possible to apply for different versions of the same data at the same time. Please keep only the latest version in the list.
* The data with the higher "Data ID" number is the latest data.
↓
Click "Review your application", check the checkbox besides "I accept", and click on "Confirm.
↓
After the approval, click "Report Completion" on the old project and register your results if there are any results.

3-2. Data change and data addition

2. The user would like to make a change or add data in a created project (during usage period).

From the "Data" tab you can verify the requested data. If the data used in the previous application is not the latest version, replace it with the latest version.
* If you need the old data for some specific reason, please write the reason for using the old data in the "Research proposal".
* It is not possible to apply for different versions of the same data at the same time. Please keep only the latest version in the list.
* The data with the higher "Data ID" number is the latest data.

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Click "Review your application", check the checkbox besides "I accept", and click on "Confirm.

↓

After the approval, click "Report Completion" on the old project and register your results if there are any results.

3-3. Project member change and project member addition

3. **The user would like to change or add members in a created project (during usage period).**

Click "Project member" and change or add members

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Click "Review your application", check the checkbox besides "I accept", and click on "Confirm.

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After the approval, click "Report Completion" on the old project and register your results if there are any results.

4. Other issues

If you have any question or doubt, please feel free to contact us on the PDRC's homepage (https://www.pdrc.keio.ac.jp/en/inquiry/) or our email address below.

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