



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

# Process to apply for data on the DMS

[Manual for students\*]

2023.4 Ver.1

\* students are defined as undergraduate and graduate students  
(including research students, researchers, and postdoctoral researchers)

# Qualifications and requirements for data use

- The Panel Data Research Center, Institute for Economic Studies, Keio University(PDRC)\* provides microdata for nonprofit and academic purposes only. These microdata are provided to researchers, undergraduate and graduate students (including postdoc) affiliated with a university or research institutions.
- It is **mandatory to abide by the rules written in the pledge** when using the PDRC's microdata. Please give this pledge your utmost consideration and adhere to its requirements. Violation of any pledged items may lead to prohibitions on data use in the future.
- The microdata will be available to be downloaded from the PDRC's web-based Data Management System (DMS) once the data application process is completed and the request is approved. **There are no costs for using the data.**

\* Hereinafter referred to as PDRC

# List of available data

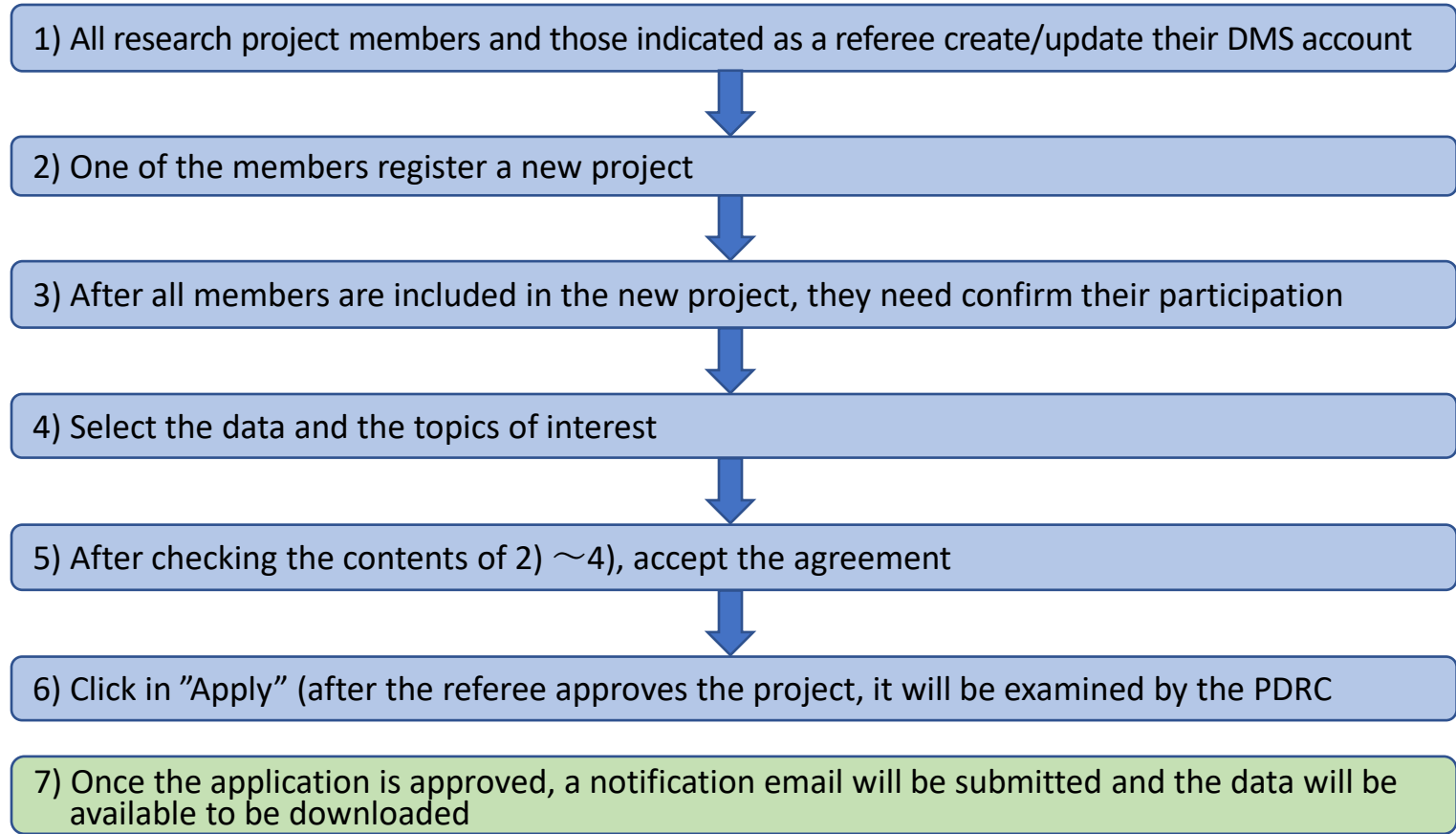
- PDRC provides the panel data below.
- Please refer to the links below for details of each data.

<https://www.pdrc.keio.ac.jp/en/paneldata/datasets/>

<b>Data</b>	<b>Researcher</b>	<b>Graduate Student</b>	<b>Undergraduate Student</b>
JHPS/KHPS	○	○	○
JCPS	○	○	○
GEES	○	○	○
JHPS-COVID19	○	○	○
JPSC	○	○	○
JHPS-CNEF	○	○	○

# Data usage stages

The stages from the data request to the research results report are as follows:



# Creating a new account

Those who wish to use the data (including all members of a joint research project) and those who will be indicated as referees need to create an account in the DMS.

# Creating an account (English)

Create a new account

Name

First name

Last name

Student

※Please select one option: undergraduate/graduate/non-student

Organization

※Please select either a university or a research institution

Organization name

Organization name

※Enter the official name that identifies the university or institution you belong to

Position

Position

※Example: Affiliated faculty, affiliated graduate school, affiliated department, professor, lecturer, researcher, etc.

Postal code

Postal code

※Only numbers excluding hyphens

Address

Address

- ◆ Name: First name and Last name.
  - ◆ Student: based on your current situation, choose between undergraduate, graduate or non-student (if you are a postdoc, please choose graduate).
  - ◆ Organization: select between university or research institution.
  - ◆ Organization name: type the official name of your university or research institution.
  - ◆ Position: please provide detailed information on your affiliated faculty, affiliated graduate school, affiliated department, and if you are a professor, lecturer, researcher, etc.
  - ◆ Postal code and Address: provide an address where you can be contacted (can be your home address, organization address, etc.)
- \* Please update your information in case of changes in the affiliation, address, etc.

Cities where you will be using the data

Countries where you will be using the data

Email address

Password

 Show password

Verify password

Show password

**【Agreement】**

I have read and agree to the qualifications and requirements.

Confirm your entry

Back to login

- ◆ Cities where you will be using the data, Countries where you will be using the data: indicate the place where you will be using the data.
- ◆ Email address: provide an email address where you can be contacted (**just one email address**).
- ◆ Password: enter **at least 6 characters** (if you would like to double-check what you inputted you can click “show password”).
- ◆ **【Agreement】** After reading the qualifications and requirements please click on the checkbox if you agree with it.

⇒ After filling all the necessary information, please click “Confirm your entry”.

⇒ After double-checking the provided information, click “Register”.

## Create a new account

Thank you for your account registration. In order to complete the process, please click on the URL on the email we have sent you.

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⇒ After clicking on “Register” you will see a notification screen informing that you will receive an email (upper left).

This is an automatically generated email by Panel Data Research Center at Keio University (PDRC), Data Management System (DMS).

Dear ,

This is a message from the Panel Data Research Center at Keio University.  
Please click the URL below and complete your registration.

<https://www.pdrc.keio.ac.jp/>

\* This is valid for 1 day.

If you have any queries, please email to [\[info@pdrc.keio.ac.jp\]](mailto:info@pdrc.keio.ac.jp).

Sincerely yours,  
Panel Data Research Center at Keio University  
URL: <https://www.pdrc.keio.ac.jp>  
e-mail: [info@pdrc.keio.ac.jp](mailto:info@pdrc.keio.ac.jp)

\*This is an automatically generated email. Please do not reply to it.

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⇒ You will receive on the email address you provided a message with the title “KEIO\_PDRC : Please complete your registration ユーザ登録用のURLをお送りします。” (lower left).  
Please click on the URL in the email body to complete the registration process.

\* This registration URL is valid for only one day.



# Creating a new project [For students\*]

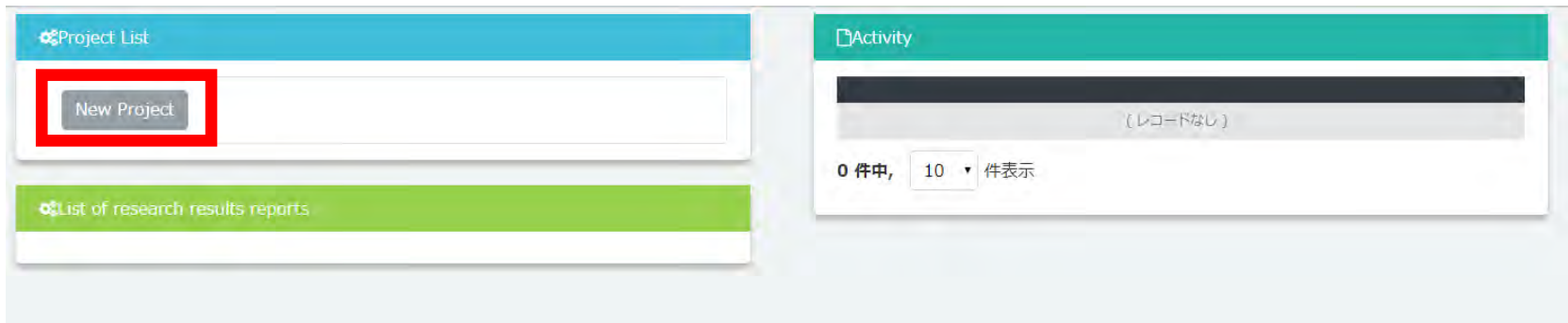
\* students are defined as undergraduate and graduate students (including postdoc)

# Before creating a project

- Please be aware that **undergraduate students** applying for the Japanese Panel Survey of Consumers (JPSC) cannot have access to data on respondents' regional classification (both regional classification codes).
- **Please define a project referee before creating a project.** The project referee can be a professor with an academic administration position in your university (department head, dean, rector, etc.), your academic supervisor, or a member from the PDRC. Before creating a project it is necessary that the project referee creates an account in the DMS. Please contact your project referee and confirm the email address he/she registered in the DMS.
- In general, it takes approximately one week from the data application until the approval (excluding the period of the referee review).

# 1. Creating a Project (New Project)

- \* Please update your profile with the latest information before creating a project.
- \* If you are creating a project based on an existing project, please advance to page 16.



After logging in to the DMS, please click “New Project” button inside “Project List”. You will be taken to a screen where you can enter the project details.

# 1. Creating a Project (New Project)

Please click “Edit” at the bottom of the “Project Information” page

Enter project information

Enter application data

Once the project information is entered, project members can be added.

Project Info | Data | Project member | Activity

Copy and create | Delete

Project Name(Research theme):

Purpose of your research:

Research proposal:

Project Responsible  
Name of the Responsible:  
Organization of the Responsible:  
Email address of the Responsible:

Status:  
Preparing for application

Application Manager:

Edit

# 1. Creating a Project (New Project)

Click "Edit" at the bottom → Fill in each item on "Project information"

Project Name: fill in a suitable title that **describes your project** in 70 characters or less.

\* "Graduation thesis" and "data use extension" are inappropriate.

Project Name(Research theme):

Please choose the most appropriate theme to explain your research.

For a project's period of use extension, please type "[Extension: Previous project ID: \*\*\*\* (number)]" before the title in "Project Name (Research theme)".

Please see below for the [details](#).

Purpose of your research:

Please be as specific as possible about the purpose of the study and the expected results and significance.

\* more than 100 words

**Purpose of your research: Please enter the research objectives, the expected results and the significance of your project.**

Research proposal:

Please specify the research plan / method for achieving the research goal.

\* Please be sure that "Research proposal" must be different from "Purpose of your research".

\* more than 100 words

**Research Proposal: specify the research plan and method for achieving the research goals.**

# 1. Creating a Project (New Project)

Referee:  
Please, provide a referee for your project.  
The referee can be your supervisor or a professor providing advices in your research.  
\* Your referee must register an account in our system to follow the progress of your project.

Name of the Referee

Organization of the Referee

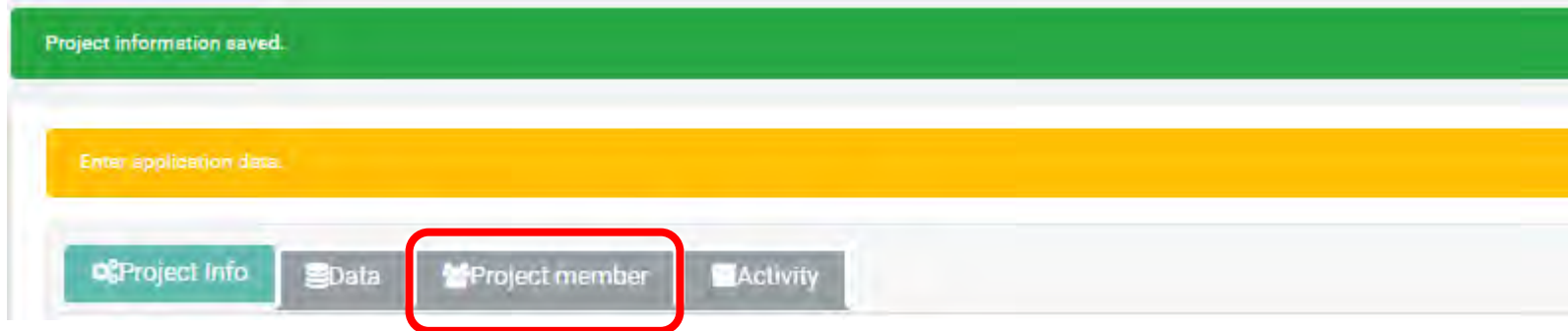
\* Official name of the university  
Email address of the Referee

**Please fill in the project referee's name, affiliation, and email address.**

\* The recommender also needs to register with the DMS, so please check in advance whether the recommender has already registered and the registered email address.

**Check the inputted contents and if there are no problems, click "Confirm"  
⇒ Click "Save" on the transition screen**

# 1. Creating a Project (New Project)

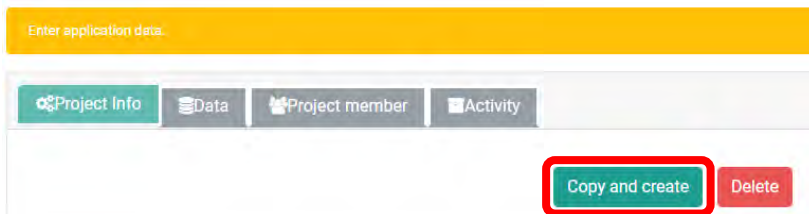
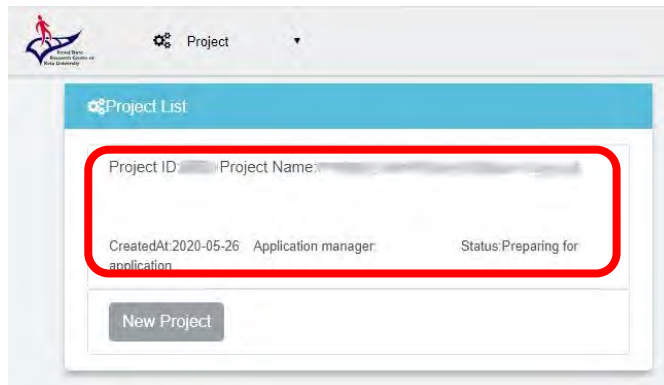


- In the top of the page it will appear the message “Project information saved”. If you return to the main page (click the logo on the upper-left side) the created project will be displayed in “Project List” and the record will be available on “Activity” on the right side.
- In the main page, please click on the created project in the "Project list" to display the project details. Click "Edit" at the bottom of the page to edit the contents of the project.

**Click "Project Member" tab and select the project members.**

# 1. Creating a Project (reutilizing previous projects)

Those who have already applied for data use in the past can use the previous application contents to add a project (for cases of a completely different project, please create a new project)



**First, on “Project List” click on the existent project you would like to use as reference**



**Click on “Copy and create”**



**Confirm by clicking on “Yes” when the message “Copy the project. Is it OK?” appears.**

\* If you click "Delete", the created project will be deleted (please be careful, because it cannot be restored).

**After moving to the page of the copy, please click "Edit" at the bottom of the page**



**Add or modify the contents of the item as appropriate, and click "Confirm" at the end**



## 2. Adding a Project Member

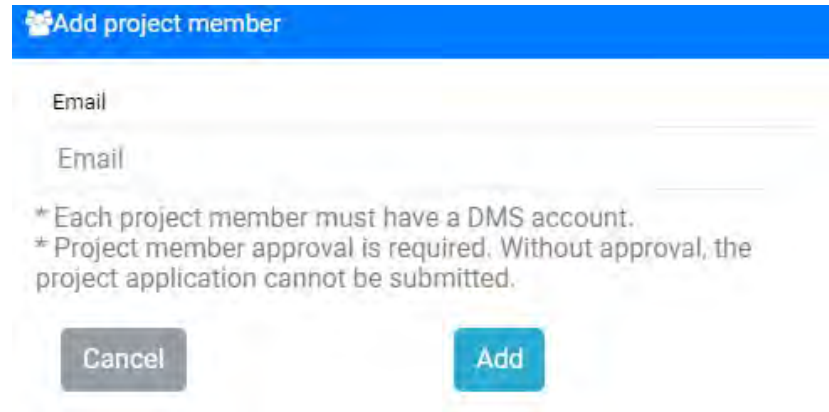
The screenshot shows a web application interface with a yellow header bar containing the text "Enter application data". Below the header is a navigation bar with four tabs: "Project info", "Data", "Project member", and "Activity". The "Project member" tab is highlighted with a red box. Below the navigation bar is a form with a dark header row containing the following fields: "Application manager", "User Name", "Email", "Organization name", "Position", "User type", and "Status". Below the header row is a large text input field. Below the input field is a button labeled "Add project member", which is also highlighted with a red box. At the bottom of the form is a button labeled "Review your application", which is also highlighted with a red box.

**First click on the tab “Project member”.**

The name of the person who is creating the project (Application manager) will be displayed.

- **Individual research** ⇒ Check the contents and if there is no problem, please click on “Review your application”.
- **Joint research (more than one project member)** ⇒ Click on “Add project member” and follow the necessary procedures to add the participants.

## 2. Adding a Project Member (Joint Research case)



The screenshot shows a web form titled "Add project member" with a blue header. Below the header, there are two "Email" input fields. Underneath the input fields, there are two lines of asterisked text: "\* Each project member must have a DMS account." and "\* Project member approval is required. Without approval, the project application cannot be submitted." At the bottom of the form, there are two buttons: a grey "Cancel" button on the left and a blue "Add" button on the right.

- \* The member you would like to add must also create an account in the DMS. Please double-check the registered email address beforehand.
- \* If the member still do not have an account, DMS can send an invitation to the indicated email address.

**Type the email address of the member you would like to add**



**Click "Add"**



**The DMS will send a message to the indicated email address with the following title:**

**「KEIO\_PDRC : Panel Data joint research パネルデータ共同利用(研究)について」**



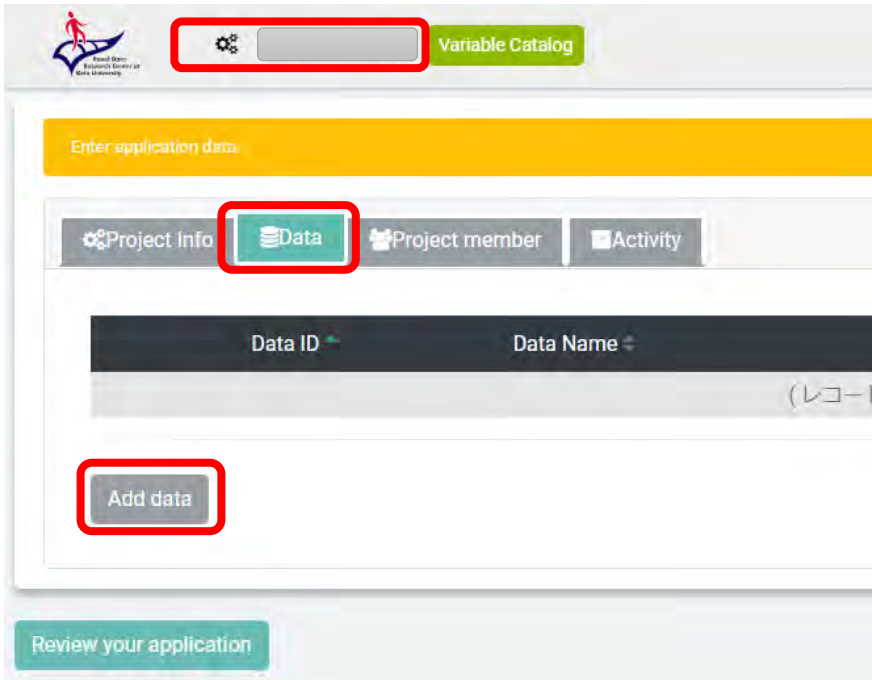
**After receiving this message the new member will login on the DMS, check the project contents, accept the "Agreement", and click "Join"**

**\* If the invited participant would not like to join the project, he/she can click on "Refuse"**

## 2. Adding a Project Member (Joint Research case)

- After clicking on “Join”, the status of the invited participant will change to “Join”.
- **Verify if the status of all invited members change to “Join”**  
⇒ advance to “data” registration
- \* If one of the invited members refuse to participate in the project, it will not be possible to click on “Review your application”. In this case, click on “Delete” button besides the name of the member and then click on “Review your application”.
- \* **If you have invited users who have not registered with DMS, please add them again as project members after confirming their registration.**

### 3. Selecting the necessary data



Select the applicable project from the toolbar on the upper left side, then **click on the button “Data” ⇒ click “Add Data”**

- You can request more than one data per project.
- Click “Data” ⇒ click “Add data” and one by one all the necessary data. All the selected data will be displayed on the list.

**If project members include students, please register all project members before proceeding to data selection.**

### 3. Selecting the necessary data



The screenshot shows a web interface titled "Add data" with a "General Data" tab. It displays a table with three rows of data. Each row has a "Data ID", "Data Name", and "Comment" column. To the right of each row is a blue "Select" button. A red rectangle highlights these three "Select" buttons.

Data ID	Data Name	Comment	Select
206	JHPS/KHPS2004-2021_OA	<b>【NEW】 Japan Household Panel Survey 2004-2021_Open Answer</b> (日本家計パネル調査自由記入項目) ■file size:6.61 MB ■update:2023/03/22 [Japanese language only] ※単体での利用はできません。"JHPS/KHPS2004-2021(Data ID:204)"とともに申請してください。 ※This data is not available by itself. Please apply together with JHPS2004-2021 (Data ID:204)."	Select
205	JHPS/KHPS2004-2021_investigators	<b>【NEW】 Japan Household Panel Survey 2004-2021_Investigators data</b> (日本家計パネル調査調査員確認票) ■file size:11.6 MB ■update:2023/03/22 ※単体での利用はできません。"JHPS/KHPS2004-2021(Data ID:204)"とともに申請してください。 ※This data is not available by itself. Please apply together with JHPS2004-2021 (Data ID:204)."	Select
204	JHPS/KHPS2004-2021	<b>【NEW】 Japan Household Panel Survey 2004-2021</b> (日本家計パネル調査) ■file size: 305 MB ■update:2023/03/22	Select

On “General Data”, please click on the “Select” button on the right side of the data you would like to use ⇒ it will appear the screen for entering reason for using the data, necessary items, etc.

- \* “General data” shows the data available to all project members. Please be aware that the available data list may change depending on students participation in the project. As mentioned before, if students participate in the project, only data available to undergraduate students will be displayed.
- \* If you are applying for multiple data, please reason for using the data, necessary items, etc., one by one.
- \* Please use the latest data. If you need the old data for some specific reason, please write the reason for using the old data in the "Research proposal".

# 3. Selecting the necessary data (sections to be used)

## ◆ Applying for JHPS/KHPS main survey (latest data)

Add data

Data Name: JHPS/KHPS2004-2021

Sections you plan to use:

\* Please, choose the sections you plan to use. If there is no applicable option or if you are not sure which one to choose, select "Other".

<input type="checkbox"/> 家族 / Family	<input type="checkbox"/> 両親 / Parents	<input type="checkbox"/> 就学状況 / Schooling
<input type="checkbox"/> 就業 / Employment	<input type="checkbox"/> 情報技術 / Information technologies	<input type="checkbox"/> 幸福観 / Happiness
<input type="checkbox"/> 将来のことや不確実な事柄 / Future and uncertain matters	<input type="checkbox"/> 健康 / Health	<input type="checkbox"/> 社会保険 / Social insurance
<input type="checkbox"/> 介護・障害 / Care and disability	<input type="checkbox"/> 生活時間 / Use of time	<input type="checkbox"/> 貿易自由化 / Trade liberalization
<input type="checkbox"/> 生活満足度 / Life satisfaction	<input type="checkbox"/> 新型コロナウイルス感染症 / COVID-19 infection	<input type="checkbox"/> 配偶者 / Spouse
<input type="checkbox"/> 預貯金・借入金 / Savings, assets and liabilities	<input type="checkbox"/> 相続・生前贈与 / Inheritance and advancement	<input type="checkbox"/> 収入 / Income
<input type="checkbox"/> 支出 / Expenditures	<input type="checkbox"/> 防災・耐震対策 / Earthquake and other disasters prevention	<input type="checkbox"/> 住宅 / Housing
<input type="checkbox"/> 住宅ローン / Mortgage loans	<input type="checkbox"/> Other	

Back Confirm

Please, select the sections of the survey questionnaire you plan to use. If there is no applicable option or if you are not sure of which one to choose, please select "Other" and identify the specific question in the displayed entry field (include details such as JHPS or KHPS questionnaire, survey year, page number, question number, question text, etc.)

\* Sample questionnaires are available on our homepage. For JHPS/KHPS questionnaires: <https://www.pdrc.keio.ac.jp/paneldata/datasets/jhpskhps/>

# 3. Selecting the necessary data (sections to be used)

- ◆ Applying for JHPS/KHPS complementary surveys (investigators, OA, etc.)

Data usage request

Data Name: JHPS/KHPS2004-2018\_OA

Reason for requesting the data:  
\* more than 100 words

Please specify the reason for using the data  
\* More than 100 words

- ◆ Applying for other data: JCPS, GESS, JPSC, etc.

Data usage request

Data Name: JCPS2014

Sections you plan to use:  
\* Please, specify the questions you plan to use.  
Example of entry: KHPS2004, P43 "Q5. Do you have a car at home?" and "SQ5. Please fill in the manufacturer, name, format, date of acquisition, and whether it was purchased as a "new car" or "used car" at the time of purchase. If you have more than one, please fill in all".

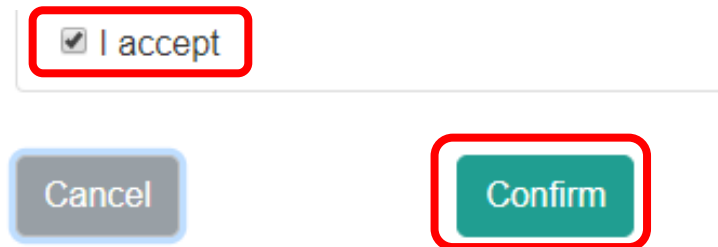
Please, identify the specific questions  
(include details such as survey year, page number, question number, and question text)

## 4. Completing the data request

**On the bottom of the screen click “Review your application”**

**⇒The contents you have entered so far are displayed in a list.**

- If there is an item you need correct, click "Edit" at the bottom of the page, click the corresponding tab ("Project Information", "Application Data", or "Project Member") at the top, and correct the content.  
⇒ Click “Review you application" and check again the contents.



I accept

Cancel Confirm

**If there are no mistakes with the contents, please read the pledge and check the checkbox besides “I accept” if you agree with it. After that, click on “Confirm”.**



# 4. Completing the data request

## For all users

- After finishing the application process an e-mail with the title “KEIO\_PDRC : Notice of project application プロジェクト申請受付のお知らせ” will be sent to the registered email address.
  - The person indicated as the project referee will receive a message with the title “KEIO\_PDRC : Approval Request - Your student applied for our data. 推薦依頼 – 学生がプロジェクトを申請しました”. Please ask the project referee to check the contents and then click on “Approve” if he/she agrees.
  - Please check the project status. If the status is "preparing for application", the application procedure has not been completed yet. After applying, the status will change to "Usage application in progress (recommender examination in progress)" if the referrer is under examination, and "Usage application in progress" if the center examination is in progress.
- \* If the referee rejects the project application, a notification email will be submitted.
- \* After the referee approval, the application will be reviewed. If you do not receive a notification of the screening results for about a week after the referee approval, please first check whether the referee has received an email requesting the project approval, and whether it has been approved or disapproved.

## 5. Downloading the data after a project approval

- After a careful analysis, if your project is approved you will receive an email with the following title: “KEIO\_PDRC : Notice of project approval プロジェクト承認のお知らせ”.
  - \* You will also be notified by email if your application is disapproved. Please reapply after confirming the reason for disapproval.
- ⇒ Login to the DMS and check if the status of the registered project changed to “In Use”.

## 5. Downloading the data after a project approval



The screenshot shows a navigation bar with tabs: Project Info, Requested Data (highlighted with a red box), Project member, Research Result, and Activity. Below the navigation bar is a table with the following content:

Data ID	Data Name	Comment
156	JHPS/KHPS2004-2018	<b>【NEW】 Japan Household Panel Survey 2004-2018</b> (日本家計パネル調査) ■file size: 220 MB ■update:2019/12/10

Next to the 'Download' button in the table row, there is a 'Detail' button.

⇒ Click over the project name and then click “Data”.

⇒ Click “Download” to obtain the approved data.

\* It is possible to download the data more than one time if you do it during the period of use.

## 5. Downloading the data after a project approval

- Please inform the PDRC if you find any mistakes in the provided data and materials.
- Users are responsible for any data interpretation beyond the information available on the homepage and related materials contained in the downloaded files.
- Please, be sure to clearly state that you received the data from the PDRC when presenting or publishing your research results in academic journals, academic societies, media articles, etc.

(Example)

The data for this analysis, Japan Household Panel Survey (JHPS/KHPS), was provided by the Panel Data Research Center, Institute for Economic Studies, Keio University .

# 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.

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

<https://www.pdrc.keio.ac.jp>

[info@pdrc.keio.ac.jp](mailto:info@pdrc.keio.ac.jp)