IAI OPEN DATA CATALOG
INSTRUCTIONS

1. Introduction

In accordance with the Open Data Policy and Principles of the Inter-American Institute for Global Change Research (IAI), data, information and results generated by IAI-funded programs and projects must be fully described and submitted for inclusion in the IAI Open Data Catalog. This Catalog is implemented as a Harvard Dataverse repository.

2. Preparing your data

The IAI requires that all IAI-funded projects deposit materials into the extent that are sufficient to replicate the key results of the project. By default, the results need to be uploaded immediately after the end of the project.

Please note that the IAI Dataverse is not a place to store working files. Only relevant and final **research data** needs to be shared. Examples of files can be uploaded into the IAI Open Data Catalog include, but are not limited to: data files, code files, audio files and videos. Dataverse is not aimed for storing copies of scientific papers, but a reference should be given to any papers that are associated with the research data.

We encourage authors to provide a data dictionary and/or a data paper to help other researchers interpret the research data.

3. Data formats and sizes

We encourage authors to use data formats that are non-proprietary and in a wide use. A list of recommended file formats is given by the Data Archiving and Networked Services (DANS).

If you have files that are larger than 2.5 GB (the current file size limit of Dataverse), please contact iai@dir.iai.int for instructions.

4. Periods of exclusive data use

By default, authors are not entitled to withhold any data. However, under special circumstances authors may be given time for exclusive data use (i.e. "data embargo"). In each particular case, the IAI shall assess the request and explicitly define the duration of the data embargo. Please contact iai@dir.iai.int for instructions at the earliest opportunity.

5. Sensitive data

If research data cannot be publicly released for legal, ethical or other reasons, the metadata associated with such data should still be shared in the IAI Dataverse. Please note that under certain conditions, de-identified data can be uploaded and restricted in the IAI Open Data Catalog to be provided against reasonable data requests. Should you have such data, please contact iai@dir.iai.int for instructions.

6. Uploading the data

The IAI Dataverse is located at: https://dataverse.harvard.edu/dataverse/IAI. Detailed instructions on how to upload data can be found here.

7. Questions

Should you have any questions, please do not hesitate to contact the IAI Directorate iai@dir.iai.int.