

# User Guide for Researchers and RMF Contacts

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## Instructions for Setting Up Two Factor Authentication (2FA)

## What is 2FA?

2FA is a verification process that requires users to specifically use at least two pieces of verification information, e.g., a password and a PIN.

Passwords can be compromised so 2FA immediately increases account security by requiring more than one form of verification to prove your identity when signing into a website or an application.

## Microsoft Authenticator App

The Microsoft Authenticator phone app gives you easy, secure access to online accounts, providing two-factor authentication for an extra layer of security. This Microsoft Authenticator phone app generates a six-digit code which users will be required to provide during the sign in process.

The app icon is a blue box with a white padlock and is available in the App store on your mobile phone.



Google Play

Get the app



App Store

Get the app

Only the Microsoft Authenticator phone app is supported for use with <https://sara.cso.ie>

## Setting Up 2FA

1. On your **Home Device Browser**, go to the <https://sara.cso.ie>

2. Enter your **RMF Researcher username** with the suffix “@cso.ie” e.g., `bloggsj_rmf@cso.ie`, then click **Next**.

An Phríomh-Oifig Staidrimh Central Statistics Office

### Sign in

[Can't access your account?](#)

Sign-in options

[Back](#) [Next](#)

Need help? Contact the CSO IT Service Desk at [itservicedesk@cso.ie](mailto:itservicedesk@cso.ie) or on **021-4535666**

3. Enter the password provided to you by the Researcher Coordination Unit (RCU) via SMS.

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← [redacted]@cso.ie

### Enter password

[Forgot my password](#)

[Sign in](#)

Need help? Contact the CSO IT Service Desk at [itservicedesk@cso.ie](mailto:itservicedesk@cso.ie) or on **021-4535666**

4. Click **Next**.

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← [redacted]@cso.ie

### More information required

Your organization needs more information to keep your account secure

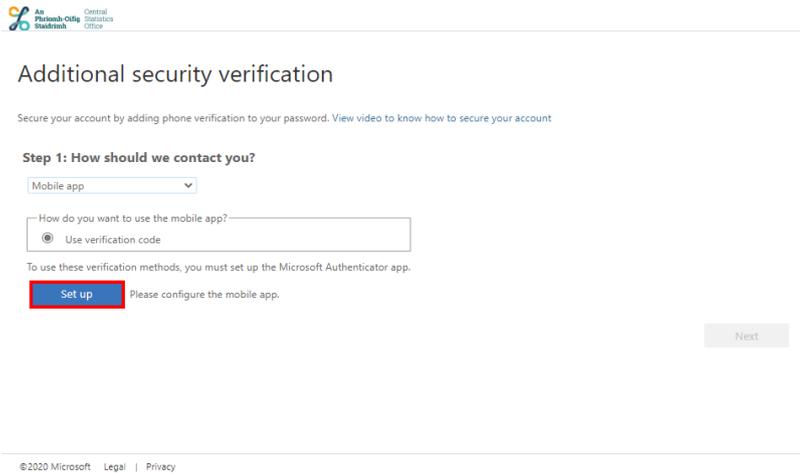
[Use a different account](#)

[Learn more](#)

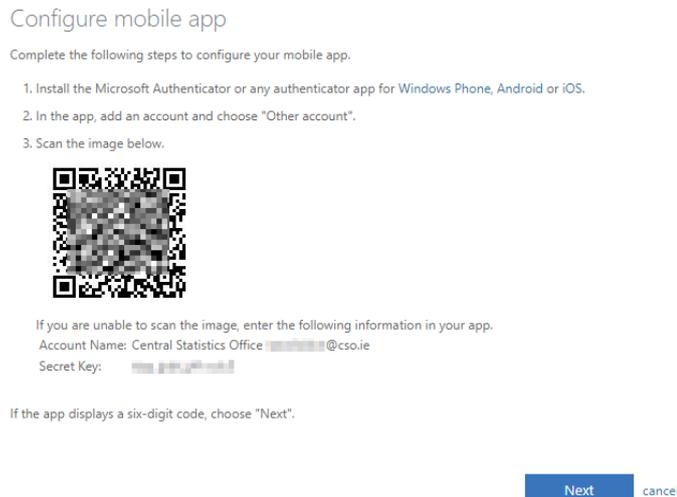
[Next](#)

Need help? Contact the CSO IT Service Desk at [itservicedesk@cso.ie](mailto:itservicedesk@cso.ie) or on **021-4535666**

5. Click **Set up**.



6. The **Configure mobile app** window will appear on your screen. Leave this window open and continue with the next steps on your mobile phone.



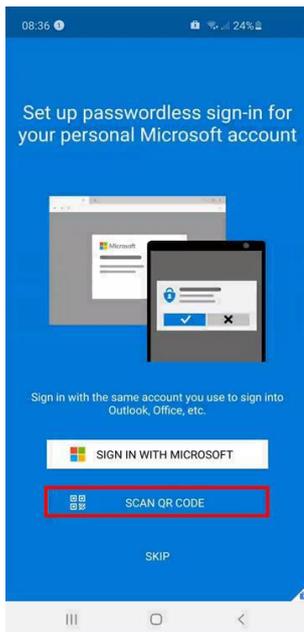
7. Go to the Google Playstore (Android) or iOS App Store (iOS) and download the **Microsoft Authenticator phone app**. Once installed, open the **Microsoft Authenticator phone app**.

**Please note:**

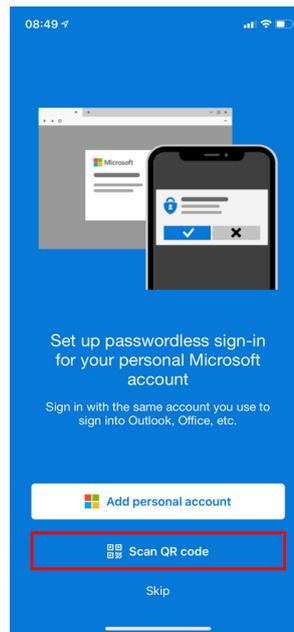
Only the **Microsoft Authenticator phone app** is supported for use with <https://sara.cso.ie>

8. If this is the first time you are setting up the Microsoft Authenticator phone app on your mobile phone, proceed directly to **Step 9**. If you have used the Microsoft Authenticator phone app before on your mobile phone, proceed directly to **Step 12**.

9. Open the Microsoft Authenticator phone app, then click **Scan QR Code**.

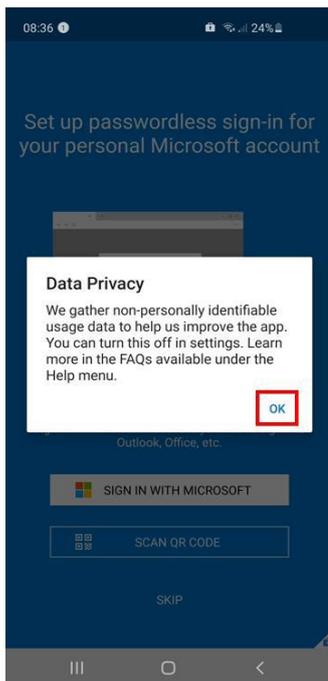


(Android)

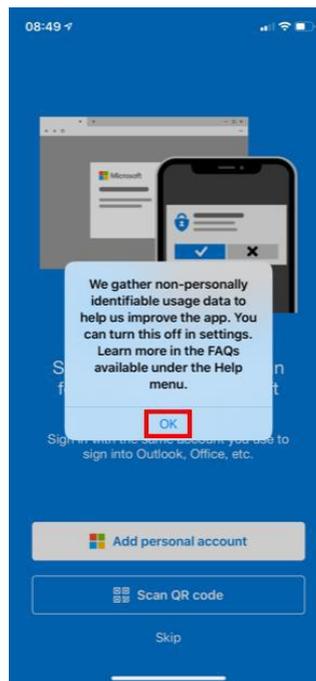


(iOS)

10. You will receive a Data Privacy prompt, click **OK**.

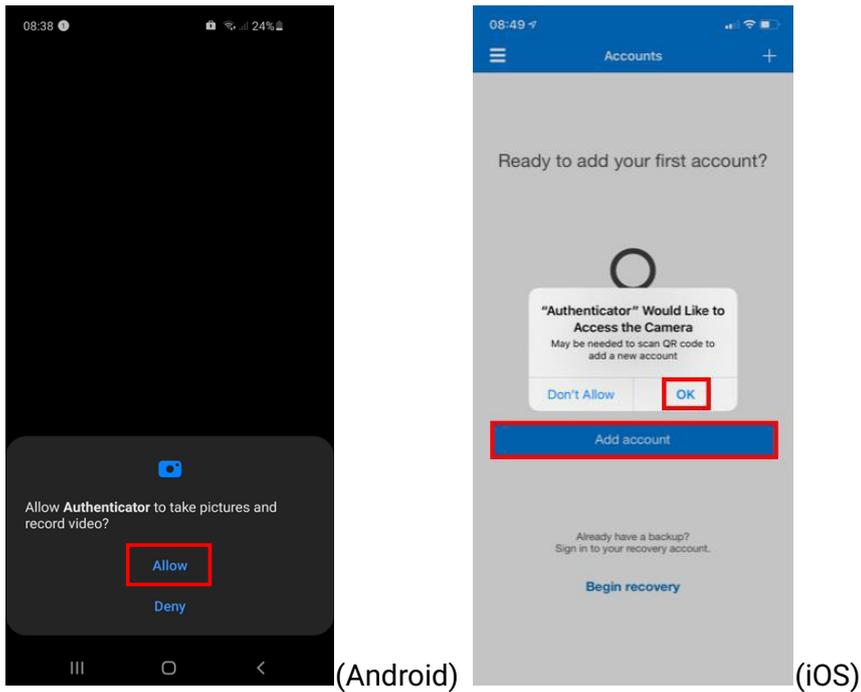


(Android)



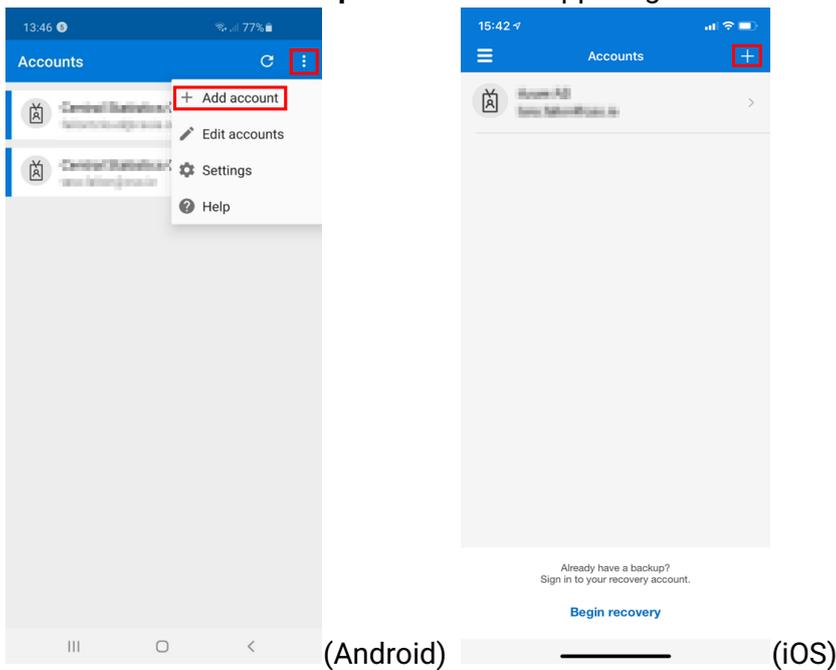
(iOS)

11. On Android = Allow Authenticator to take pictures and record video, click **Allow**.

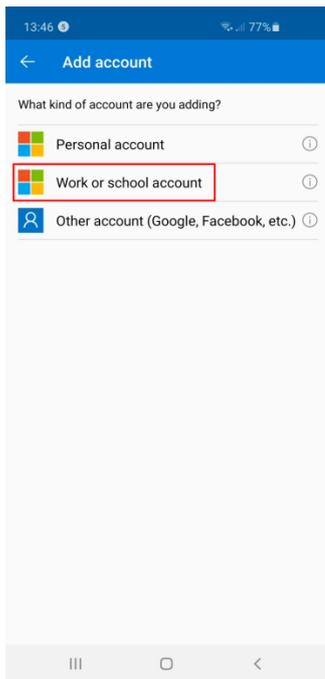


On iOS = Authenticator Would Like to Access the Camera, click **OK**, then click **Add Account**.  
 Now proceed directly to **Step 15**.

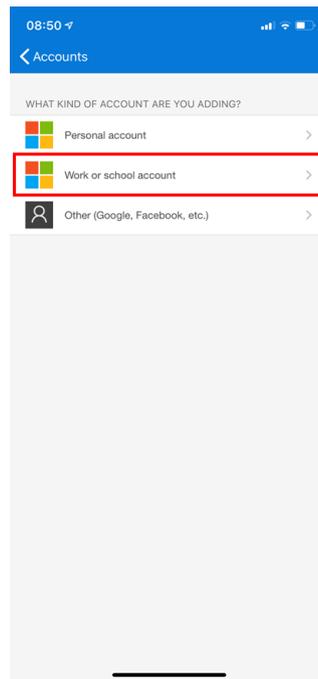
12. Continuing from **Step 9**, open the Microsoft Authenticator phone app.
- On Android = click the **3 dots icon** in the upper right corner, then click **Add Account**.
  - On iOS = click the **plus icon** in the upper right corner.



13. Click **Work or school account**.



(Android)



(iOS)

14. Point your mobile phone at the Configure mobile app screen currently open on your home device to scan the QR code.

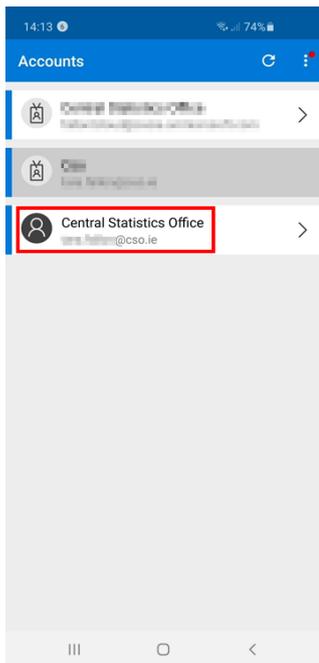


(Android)

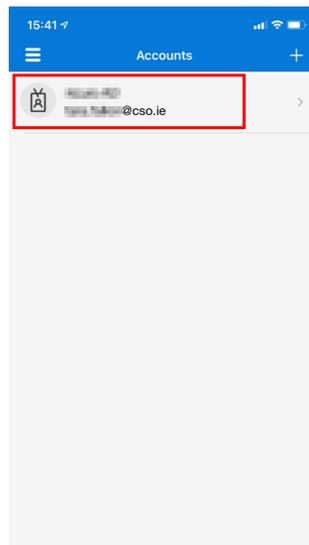


(iOS)

15. You will now see your account has been added to the Microsoft Authenticator phone app on your mobile phone.

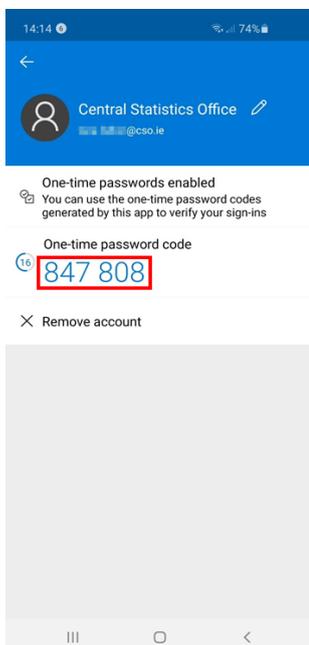


(Android)



(iOS)

16. Click on your new account within the Microsoft Authenticator phone app. This Microsoft Authenticator phone app will now display a six-digit code. This code changes every 30 seconds.



17. Back on your home device, on the Configure mobile app screen, click **Next**.

## Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft Authenticator or any authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Other account".
3. Scan the image below.



If you are unable to scan the image, enter the following information in your app.  
Account Name: Central Statistics Office [redacted]@csocioie  
Secret Key: [redacted]

If the app displays a six-digit code, choose "Next".

**Next** cancel

## 18. Click Next.



### Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

#### Step 1: How should we contact you?

Mobile app

How do you want to use the mobile app?

Use verification code

To use these verification methods, you must set up the Microsoft Authenticator app.

Set up

Mobile app has been configured for verification codes.

**Next**

## 19. Enter the six-digit code that is currently showing on your mobile phone into the Additional security verification screen on your home device, then click **Verify**.



### Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

#### Step 2: Enter the verification code from the mobile app

Enter the verification code displayed on your app

547808

Cancel

**Verify**

## 20. If prompted, enter a back-up mobile phone number in case you lose access to the Microsoft Authentication phone app and click **Next**. Click **Done**.



### Additional security verification

Secure your account by adding phone verification to your password. View video to know how to secure your account

#### Step 2: Enter the verification code from the mobile app

Verification successful. Taking you to the next step..

**Done**

**For more information on how to install the Microsoft Authenticator App and set-up 2FA, please see <https://youtu.be/Q8OzabuNwHI> 11**

## Sign in to CSO with 2FA

1. Now that you have successfully set-up 2FA, you will be required to use it each time you sign into CSO. On your **home device browser**, go to <https://sara.cso.ie>
2. Enter your **CSO Email Address** as your username e.g. [joe.bloggs@cso.ie](mailto:joe.bloggs@cso.ie), then click **Next**.



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### Sign in

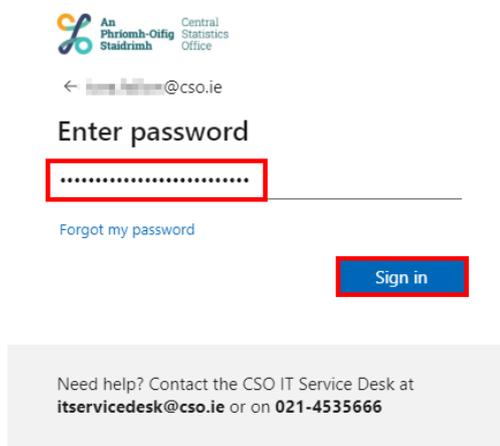
[Can't access your account?](#)

[Sign-in options](#)

[Back](#) [Next](#)

Need help? Contact the CSO IT Service Desk at [itservicedesk@cso.ie](mailto:itservicedesk@cso.ie) or on 021-4535666

3. Enter your **CSO password**, then click **Sign In**. Your CSO password will have been sent to you via SMS. If you have not received it, please check with your RMF Contact that they have the correct Irish mobile number on your record in the Researchers Online System for Applications (ROSA).



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< [redacted]@cso.ie

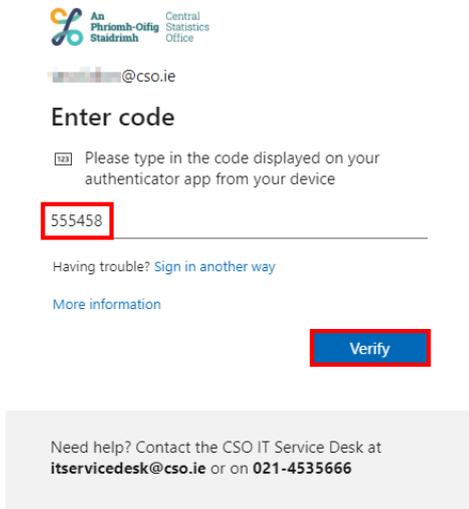
### Enter password

[Forgot my password](#)

[Sign in](#)

Need help? Contact the CSO IT Service Desk at [itservicedesk@cso.ie](mailto:itservicedesk@cso.ie) or on 021-4535666

4. Open the Microsoft Authenticator phone app on your mobile phone. Click on your CSO account to display the six-digit code. Enter the six-digit code currently displayed in the Microsoft Authenticator phone app into the Enter Code box on your home device screen, then click Verify.



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### Enter code

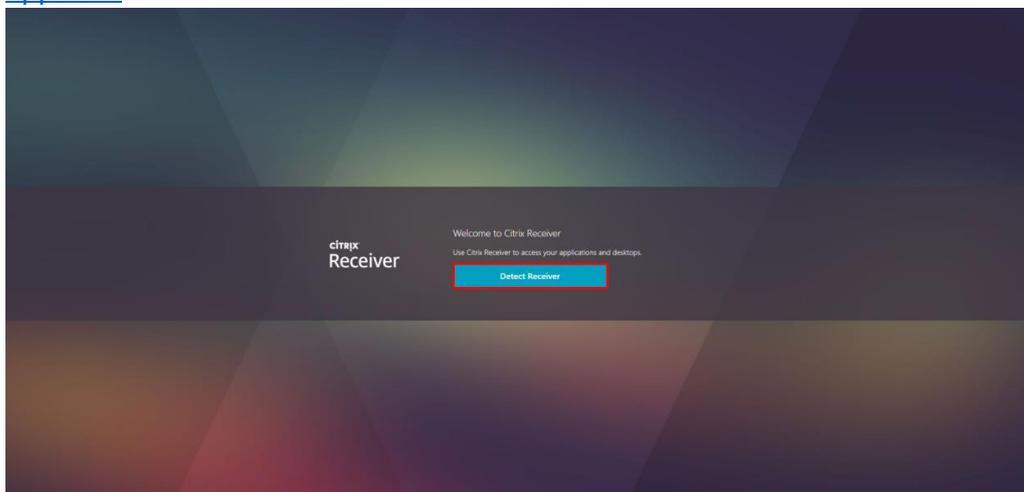
Please type in the code displayed on your authenticator app from your device

Having trouble? [Sign in another way](#)

[More information](#)

Need help? Contact the CSO IT Service Desk at [itservicedesk@cso.ie](mailto:itservicedesk@cso.ie) or on **021-4535666**

5. If prompted, click **Detect Receiver**.
6. If Citrix Workspace App for your device is not installed on your PC or Mac, please download and install it from <https://www.citrix.com/platform/citrix-workspace-app.html>



7. Tick the box beside **Always allow sara.cso.ie to open links of this type in the associated app**, then click **Open**.

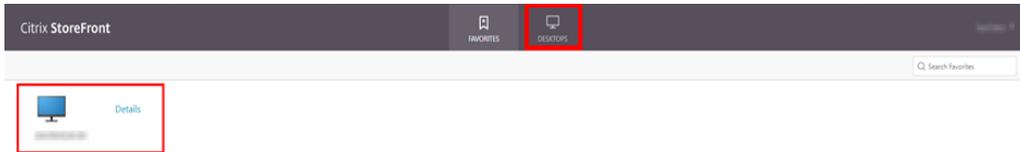
This site is trying to open Citrix Receiver Launcher.

https://sara.cso.ie:444 wants to open this application.

Always allow sara.cso.ie:444 to open links of this type in the associated app

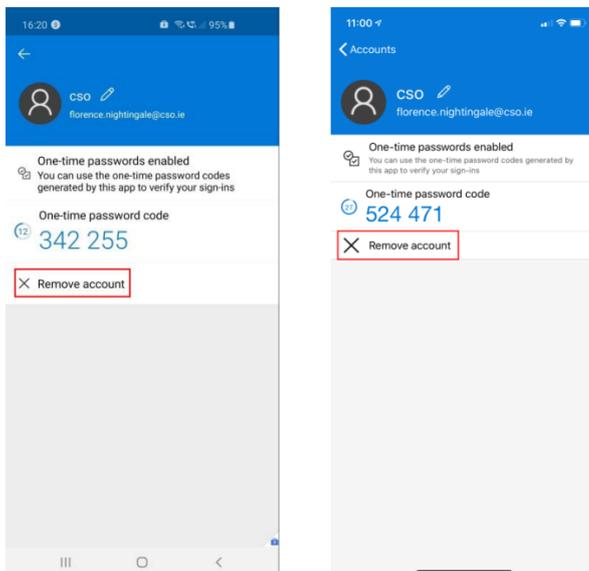


8. Click **Desktops**. Click on your assigned desktop to launch, then sign in as normal.

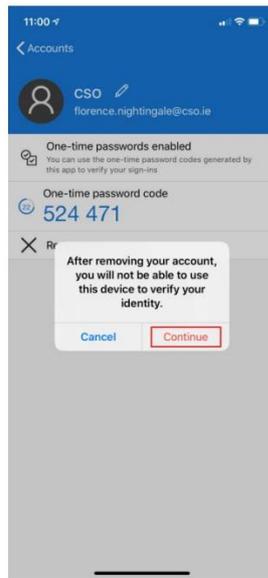
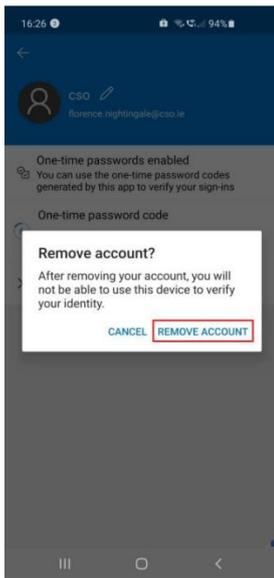


## Deleting old 2FA Tokens from your Authenticator App

1. If you have existing CSO tokens (e.g. for “\_ext”, “\_int” or “\_switch” accounts) to log onto the Research Data Portal, it is advised that you delete them before adding the new token following the launch of ROSA.
2. On your mobile phone, open the Microsoft Authenticator phone app and click on your CSO (e.g. “\_ext”, “\_int” or “\_switch”) account(s), then click Remove Account.



3. On Android = click Remove Account  
On iOS = click Continue



4. Follow the instructions in “Setting up 2FA” on page 7 of this document to add the two-factor authentication token to your new mobile phone.



**Useful Tip:**

You might find that when you open ROSA, the page doesn't display in the same way as shown in the screenshots in this document. By holding down the {Ctrl} key on your computer and rotating the mouse-wheel forward or back you can zoom the page until it displays the information fully.

## RMF Contacts – How to Create a Researcher

1. The RMF Contact is the point of contact for the Research Organisation for researchers from that organisation who want to register for access to RMFs.

To do this, the RMF Contact must log on via <https://sara.cso.ie> to the RDP Desktop and open ROSA from the Windows desktop. ROSA will open to the Organisation page.

The screenshot shows the ROSA Organisation page. The top navigation bar includes 'Home', 'Tasks', 'Policy', and 'Reports'. The main content area is titled 'Organisation Details' and contains several sections:

- Organisation Name:** Nakatoni Corporation
- Address Line 1:** Nakatoni Plaza
- Address Line 2:** Century City
- Address Line 3:** LA
- Address Line 4:**
- County:** Co. Carlow
- Eircode:** D13 H4RD

Other sections include 'Organisation Information' with 'Organisation Type' set to 'Commercial Organisation', 'Purpose or Main Activity', and 'Dedicated Research Unit background details'. There are also sections for 'Publications Issued by Organisation' and 'Dissemination Policy'.

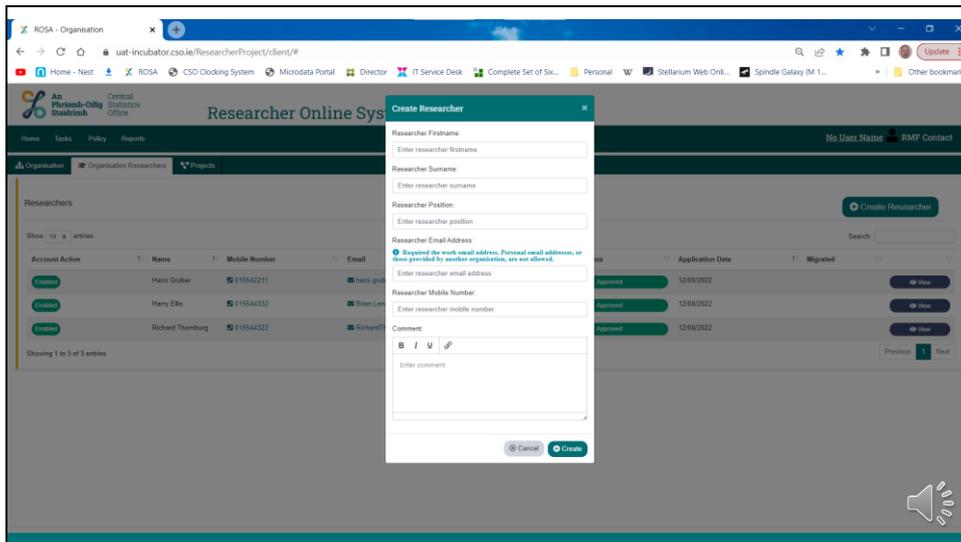
2. The RMF Contact must press the “Organisation Researchers” tab to display all the researchers from their organisation, and then press “Create Researcher” in the top-right of the page.

The screenshot shows the ROSA Researchers page. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'Researchers' and features a table of researcher entries. A red circle highlights the 'Create Researcher' button in the top-right corner of the page.

Account Active	Name	Mobile Number	Email	Workflow Status	Application Date	Migrated
Enabled	Hans Gruber	0155442211	hans.gruber@nakatoni.ie	Approved	12/09/2022	View
Enabled	Harry Ellis	0155444332	Brian.Lenehan@csa.ie	Approved	12/09/2022	View
Enabled	Richard Thornburg	0155444332	Richard.Thornburg@KFLWTV.com	Approved	12/09/2022	View

Showing 1 to 3 of 3 entries

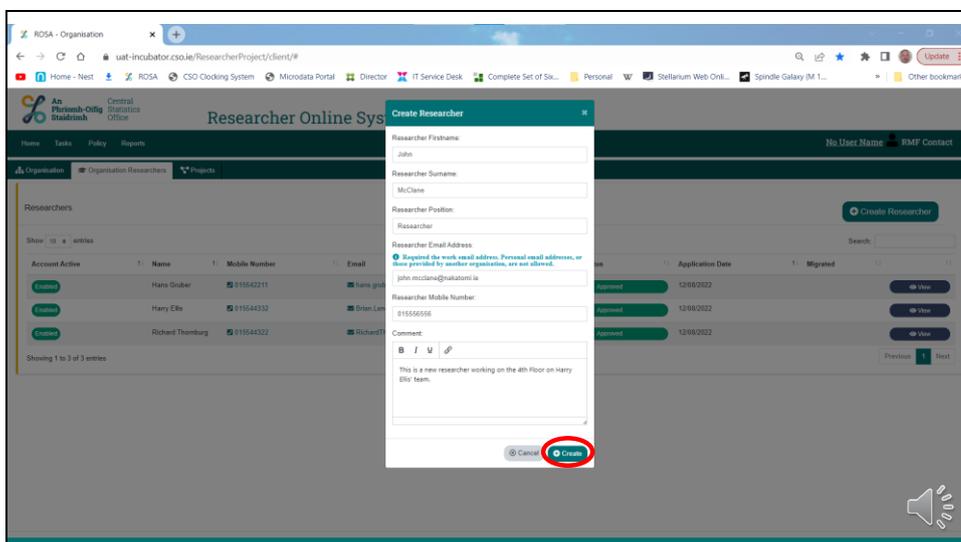
3. This will open the “Create Researchers” form.



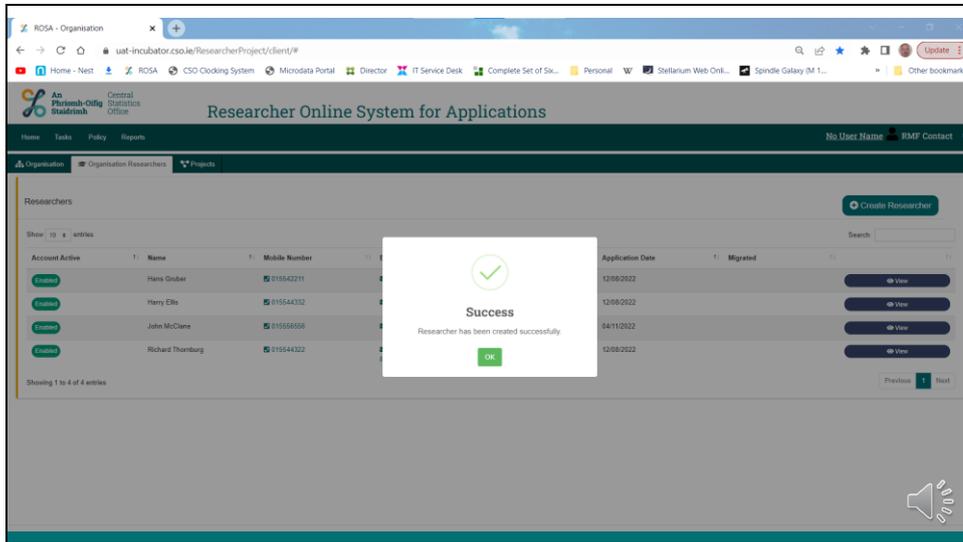
4. Please complete the form on behalf of the researcher requesting access. The RMF Contact must enter an organisation email address. Personal email addresses are not allowed, and such applications will be declined.

Please enter the researcher’s mobile telephone number only as this will be used to send the researcher their password via SMS. Only mobile telephone numbers provided by an Irish operator are allowed.

The Comment section can be used to help one identify the Researcher by way of their office or building location, their team, or role, etc, should this be necessary when their project applications come in. When the form is complete, press “Create”.



- When the Researcher profile is created, the researcher will receive an email with a new username and instructions on how to log on to the Research Data Portal (RDP). They will complete their Researcher Registration within ROSA.



#### Useful Tip:

You might find that when you open ROSA, the page doesn't display in the same way as shown in the screenshots in this document. By holding down the {Ctrl} key on your computer and rotating the mouse-wheel forward or back you can zoom the page until it displays the information fully.



### RMF Contacts – How to Approve an Application

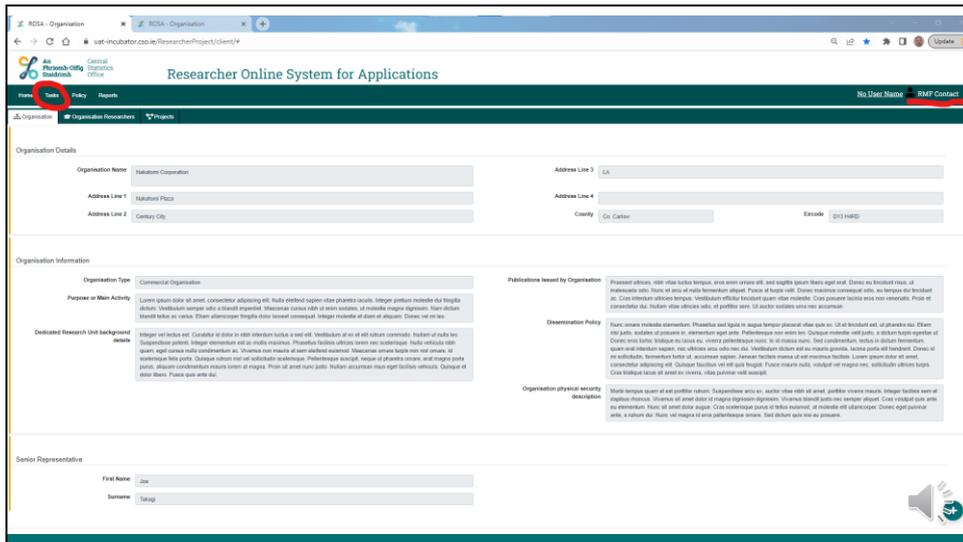
- The RMF Contact is a person designated by the Research Organisation's Senior Representative to provide approval for applications on behalf of their organisation before it is forwarded to the CSO.

The RMF Contact has visibility of all researcher profiles and project records relating to their own organisation within ROSA, with the exception of project outputs. Also, they cannot see project folders or their contents.

Should the RMF Contact wish to also be a Researcher, they must contact RCU directly to request this role-change. They will then have to complete

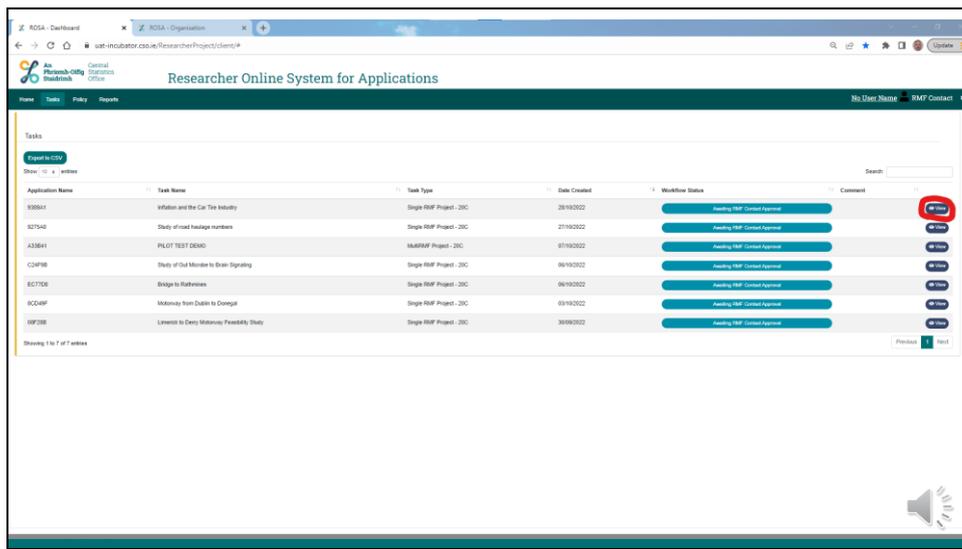
the Researcher Registration Application Form and be approved by the CSO.

When the RMF Contact opens ROSA from the RDP Desktop, they may click on “Tasks” from the top menu-bar.

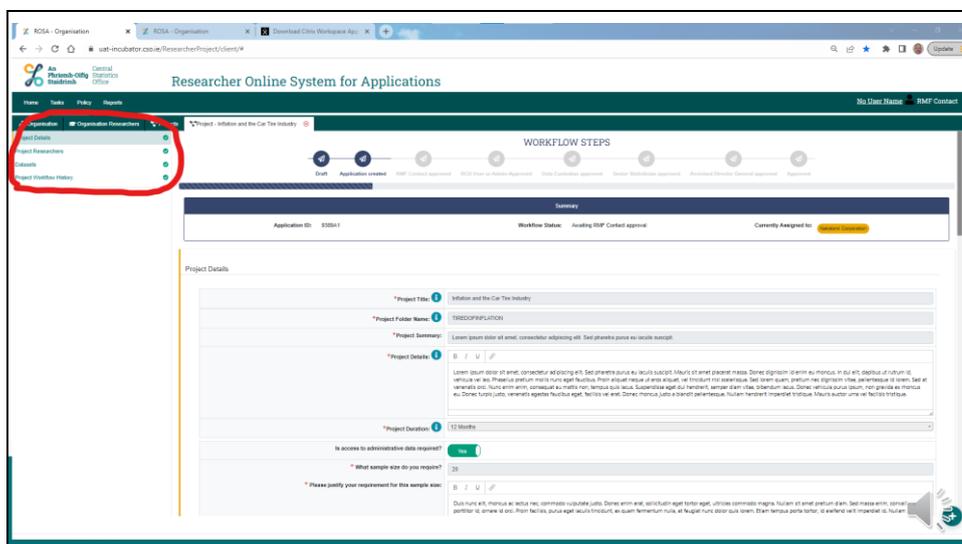


- The RMF Contact may see a number of tasks in their Task List. These may be Researcher Registration Applications or Project Applications. They can sort any of the columns according to their preferred criteria to locate the application.

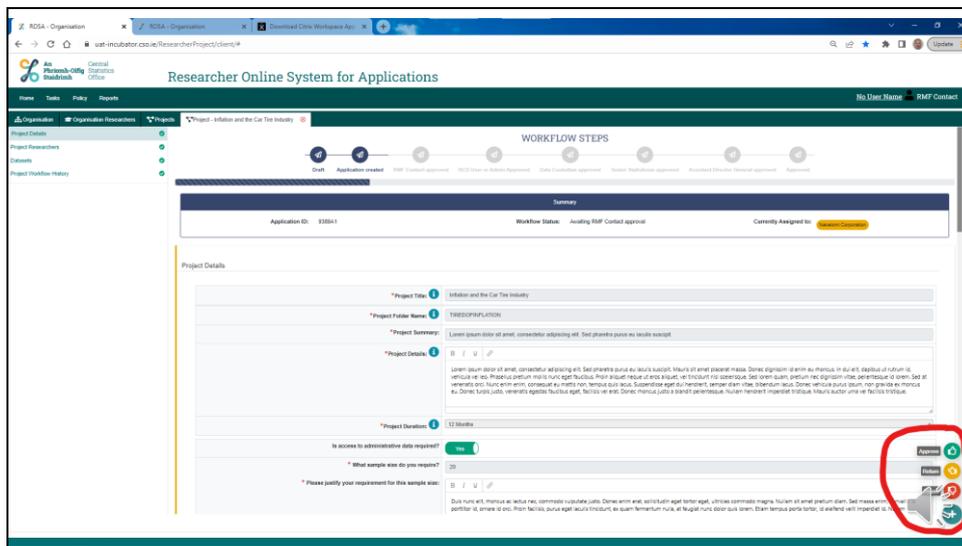
Once they have located the application that they wish to consider, they must press “View” on the right-hand side to view further details.



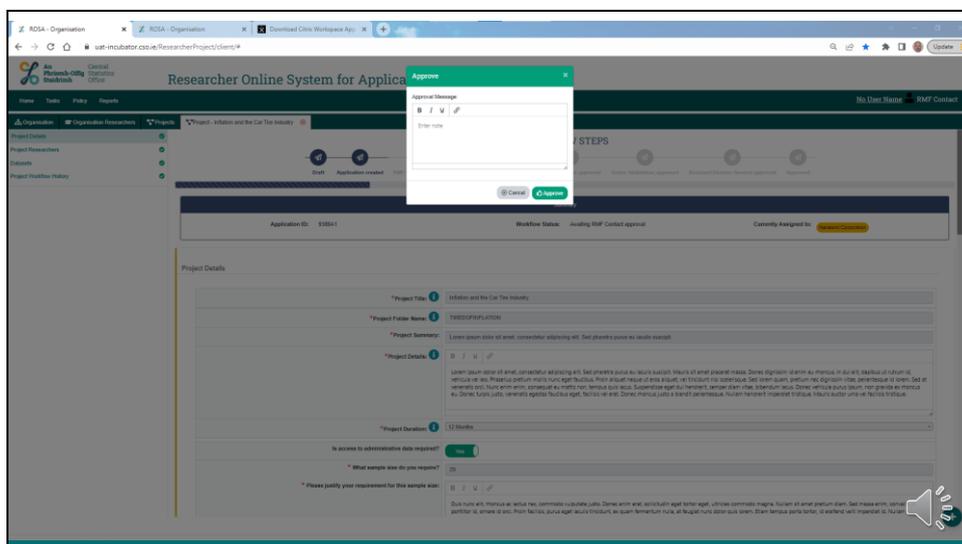
- The RMF Contact must view each page in the application, navigating using the tabs on the left-hand side. Only when all the pages within the application have been viewed can the RMF Contact approve, return or reject the application.



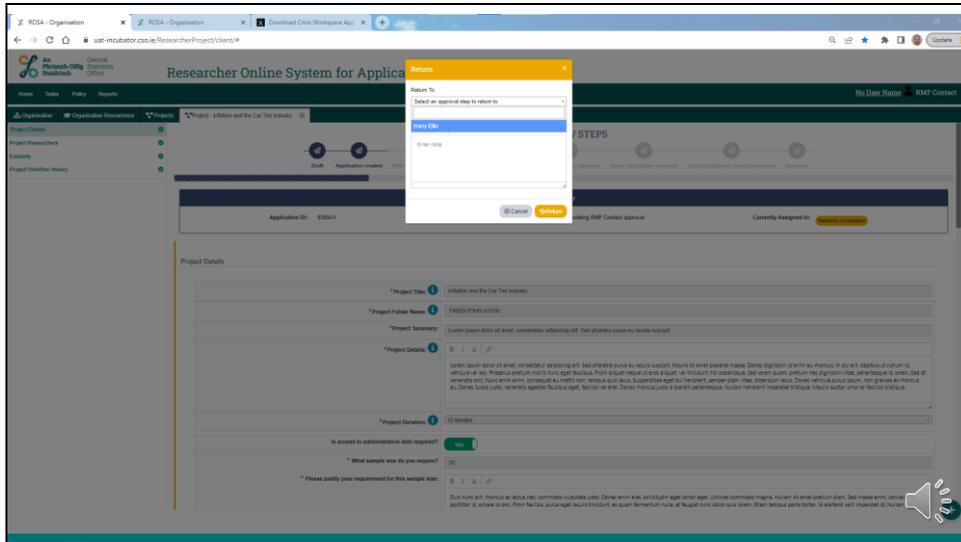
4. To record a decision against the application, the RMF Contact must press the Burger Menu, or plus sign, in the bottom right corner of ROSA.



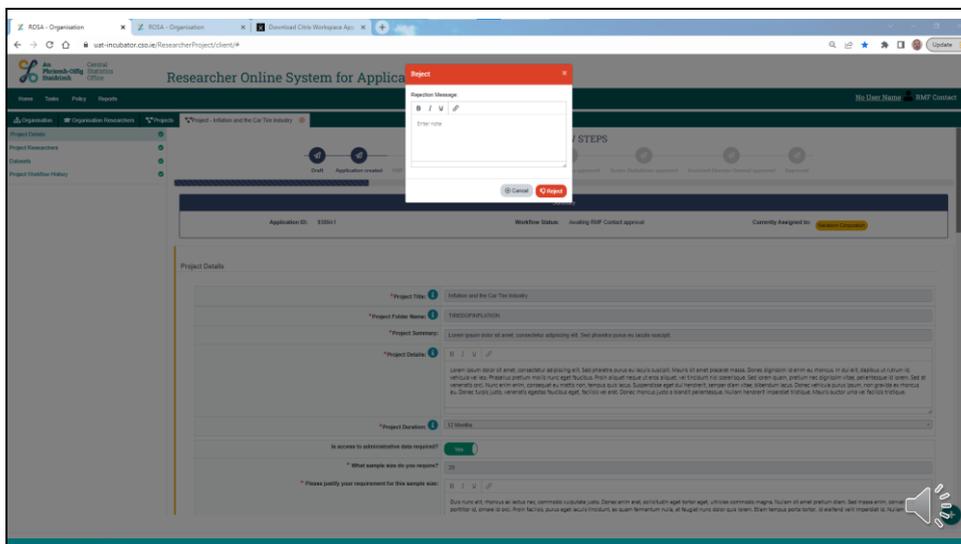
5. To approve the application, they must press Approve. This will open a new textbox in which the RMF Contact must add a comment expressing their support for the application and any observations that they may have.



6. If the RMF Contact identifies an error in the application, or seeks further clarification, they may select to return the application to the Lead Researcher.



7. The RMF Contact may also reject an application to prevent it from proceeding for consideration by the CSO.



## The RMF Researcher Role

If you are an existing RMF Contact and wish to become registered as a Researcher, you must contact RCU at [rcu@csso.ie](mailto:rcu@csso.ie). Your role will be changed to “RMF Researcher”.

If you are an existing Researcher and are required by your organisation to become an RMF Contact, either the Senior Representative or an existing RMF Contact must send that request via email to [rcu@csso.ie](mailto:rcu@csso.ie).

Once approved, your role within ROSA will be changed to “RMF Researcher”, essentially a hybrid of “RMF Contact” and “Researcher”.

This means that you can view the ROSA project records of all projects within your organisation, not just the projects to which you are assigned. This is what is visible within the “Projects” tab. You cannot make projects “live” here.

When you click on the “First Name Surname” tab, you will then see the “My Projects” tab on the left-hand menu. It is within this project list that you can make a project to which you have been assigned “live”.

## Researchers - Completing your Researcher Profile

1. New researchers must ask their RMF Contact to create a researcher account for them within ROSA. Once it is created, ROSA will immediately send the researcher an email providing them with a username and instructions on how to log in to the system.

The screenshot displays the 'Researcher Online System for Applications' interface. The page is titled 'Researcher Account Status' and includes a 'Consent' section with a 'Yes' button. Below the consent section, there are fields for 'Work Address' and 'Home Address'.

**Researcher Account Status**

Approved

Forename: [Text Field] Mobile Telephone Number: [Text Field]

Surname: [Text Field] Mobile Telephone: [Text Field]

Ethnicity: [Text Field] Email address: [Text Field]

Position: [Text Field] Email address: [Text Field]

**Researcher Address and Consent**

I consent to my name and the name of my organisation being shared with other registered researchers so that I may be added as a researcher to RFP project applications created by them. I understand that I may withdraw my consent at any time by emailing [ros@rcu.ie](mailto:ros@rcu.ie) and requesting that my name is removed from the list of researchers available for selection.

**Work Address**

\*Address 1: [Text Field] \*Eircode: [Text Field]

\*Address 2: [Text Field] \*D13N48D: [Text Field]

\*Organisation/Place: [Text Field] \*County: [Text Field]

\*City: [Text Field] \*Country: [Text Field]

\*Address 3: [Text Field]

\*Address 4: [Text Field]

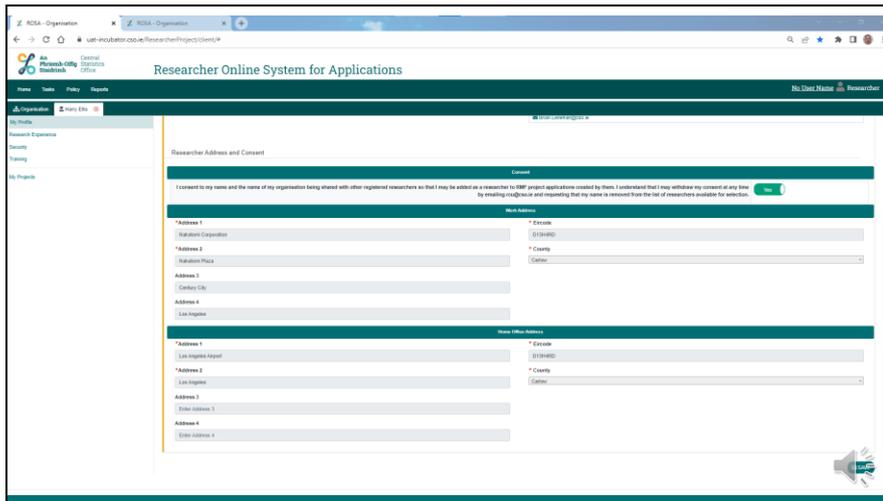
\*City: [Text Field]

\*Postcode: [Text Field]

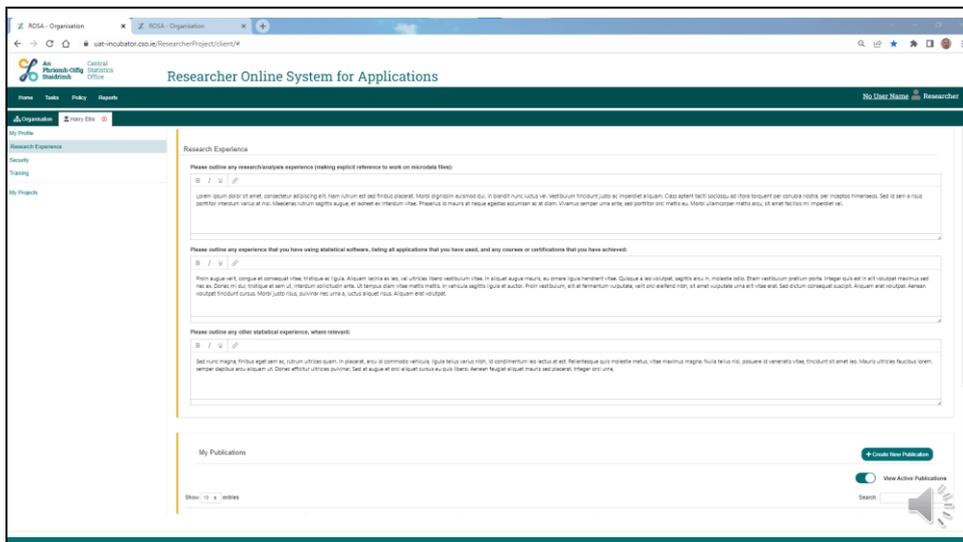
2. On your first logon, you will have to launch ROSA from the Research Data Portal (RDP) Desktop and verify your details. You will also have to provide your work and home addresses.

In the Consent section you will declare whether you allow your name to be visible to other researchers. Should you consent, your name will become visible to researchers from other organisations so that they may add you to their research project(s).

Please save each page as you complete it.



3. On the Research Experience page of your profile, please answer the questions relating to statistical experience.



4. Under “My Publications” select



5. Enter the relevant details as can be seen in the Publication box below, and select "+Create"

**Create New Publication** [X]

Publication Title:  
Enter Publication Title

Publication Authors:  
There are no authors

Add Authors:  
Enter Publication Author  
**+ Add Author**

Publication Date:  
dd/mm/yyyy

Publication Type:  
Select a publication type

Publication DOI:  
Enter publication DOI

If the Researcher does not yet have a qualifying publication / journal to enter. ROSA will not allow them to save the Researchers Profile without this entry.

The Researcher should enter "Not Applicable" in the Publication Title field and use today's date for the "Publication Date".

My Publications

View Active Publications

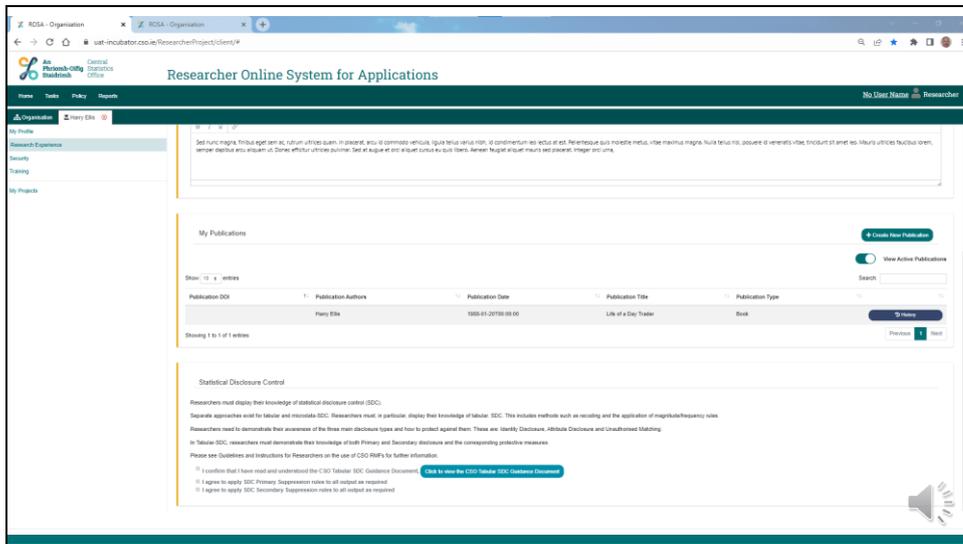
Show 10 entries Search:

Publication DOI	Publication Authors	Publication Date	Publication Title	Publication Type
		2023-02-08T00:00:00	Not applicable	Other

Showing 1 to 1 of 1 entries

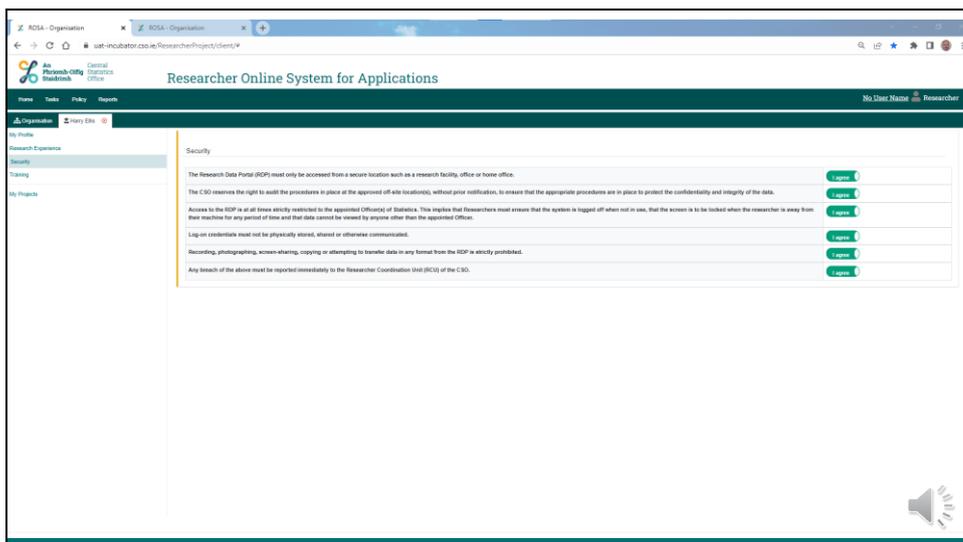
Previous 1 Next

- In the “Statistical Disclosure Control” section, acknowledge your consent to follow our SDC guidelines.



- In the Security tab, you are asked to declare that you will apply security rules and practices to ensure that CSO RMF data is safe from unauthorised access.

Your agreement is required before you can proceed.



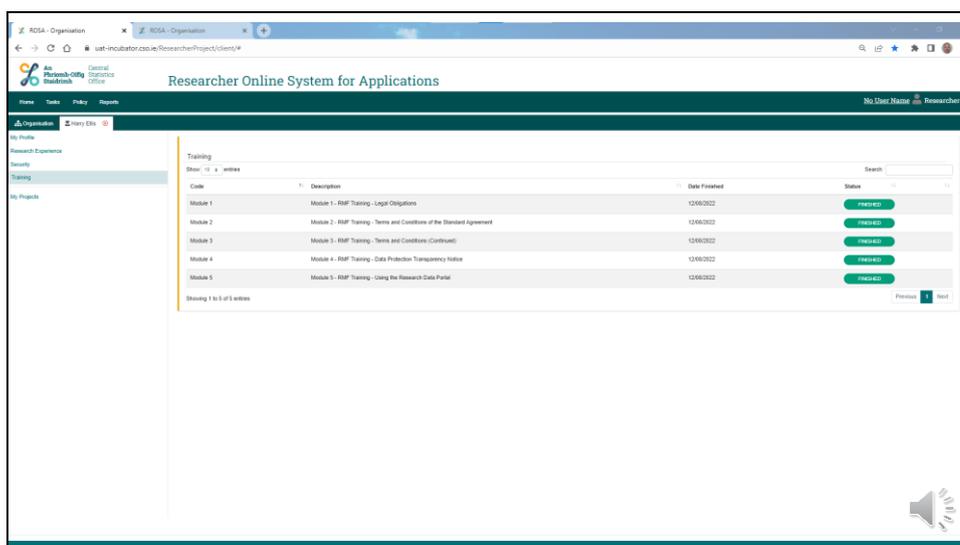
- The Training section within ROSA replaces previous RMF training provided by the CSO.

The training is divided into five mandatory video modules that you can watch in your own time.

There are multiple-choice questions associated with the first three modules. All modules of the training must be successfully completed before access can be granted to your RMF projects.

As a migrated Researcher, once you have completed and saved all pages of the Researcher Registration Form within ROSA, you will be able to access your projects.

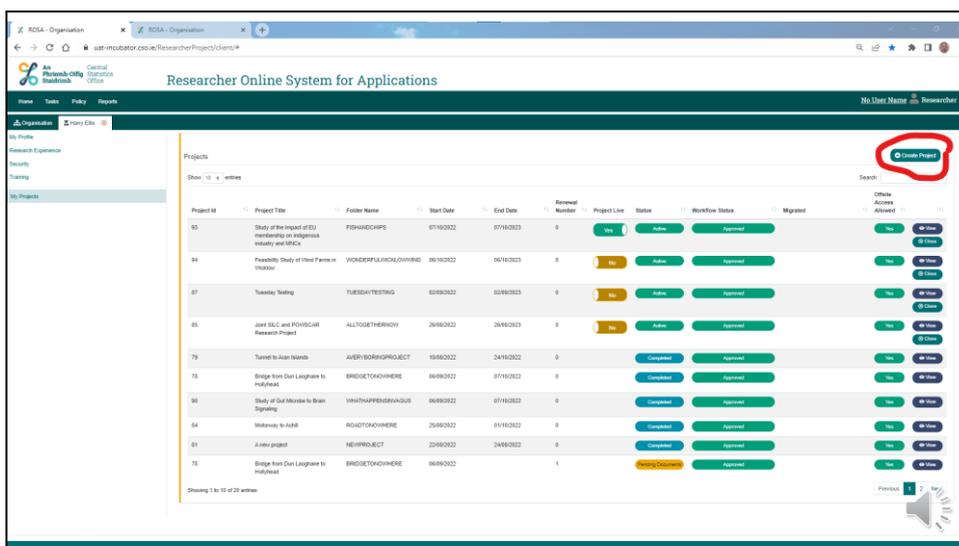
New Researchers must press the “Submit” button to progress their Researcher Registration application. This will have to be approved by their organisation’s RMF Contact, as well as by the CSO.



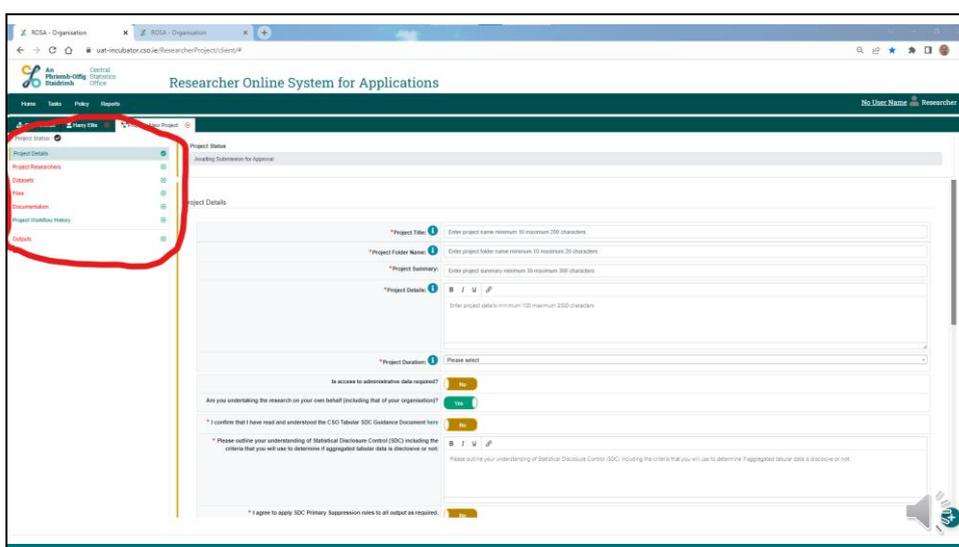
## Researchers – Creating a New RMF Project Application Within ROSA

1. Once you are registered with the CSO as a researcher, you can create, or be added to, an RMF project application.

To create an RMF project within ROSA, select “Create Project” from the “My Projects” page.



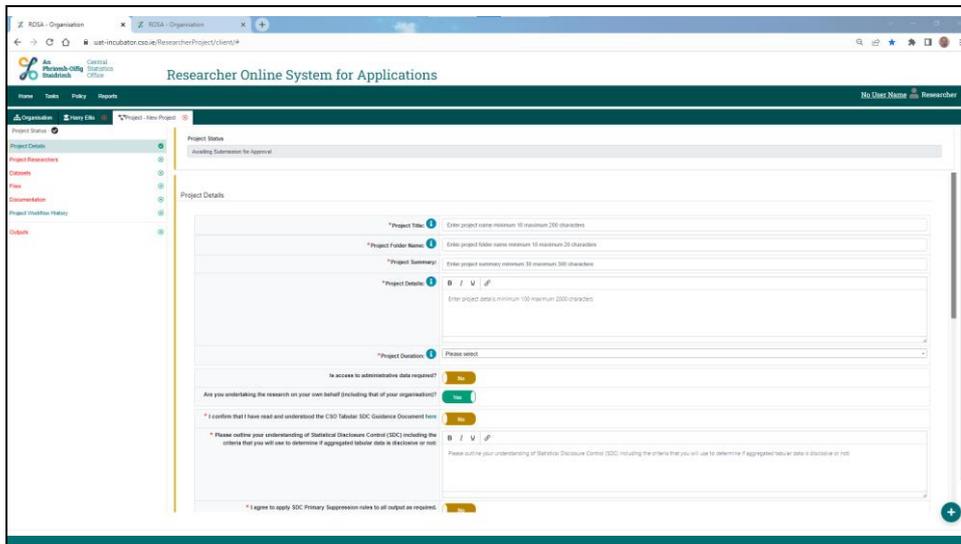
2. Complete each page of the RMF project application form by using each of the tabs on the left-hand side of ROSA.



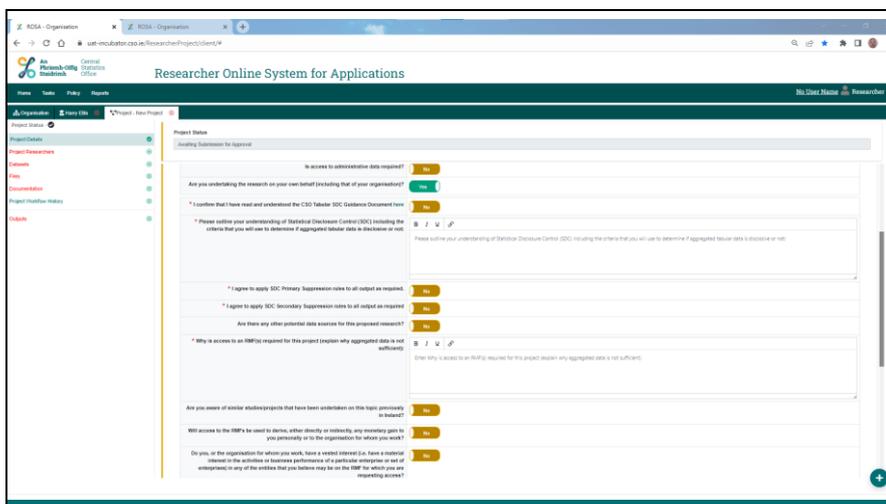
3. On the Project Details page, please provide:

- the project name
- the project folder name
- the summary of the project (This should be a concise but accurate synopsis of the project. This wording will be used within the Officer of Statistics Certificate).

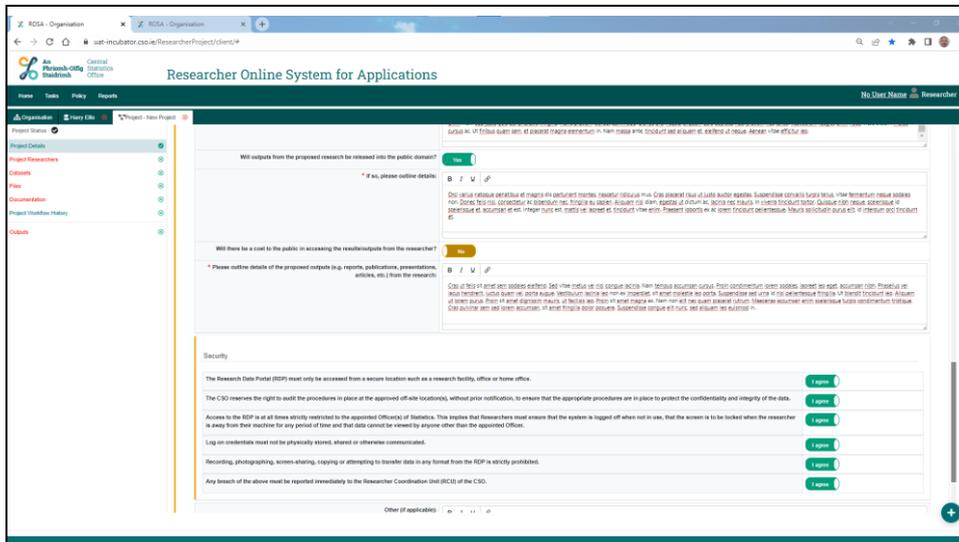
You can provide greater detail regarding the project within the “Project Details” textbox (including background, methodologies used, etc).



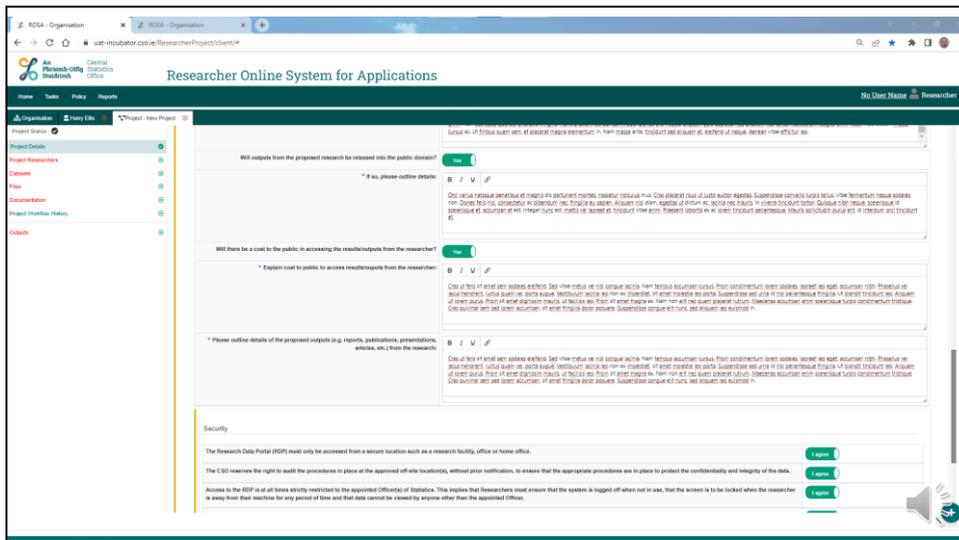
4. There are switches to confirm your answers to a number of questions (click on them to toggle yes/no). You will also have to outline your understanding of Statistical Disclosure Control.



- Additional questions may appear immediately beneath answers that are toggled to yes, requesting further clarification.

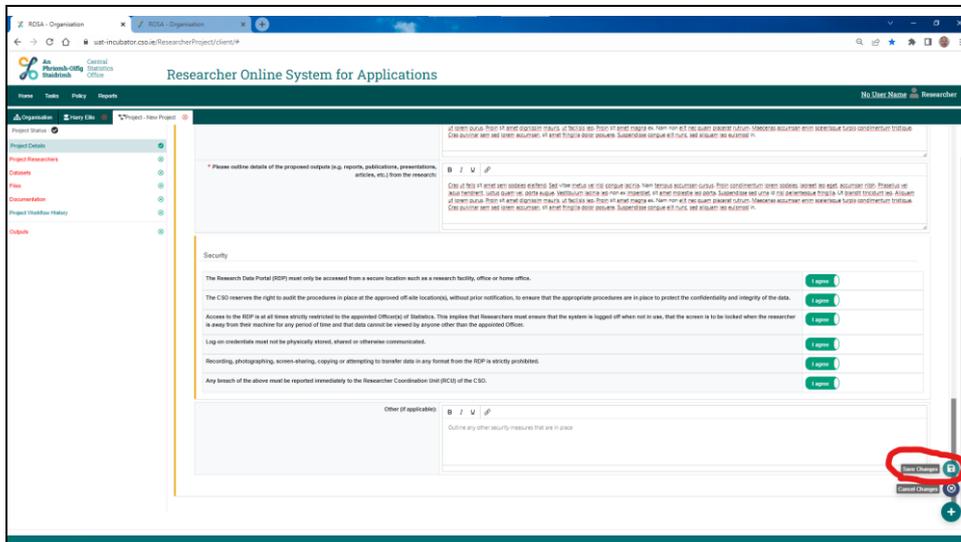


- Provide the additional details required in these nested fields.



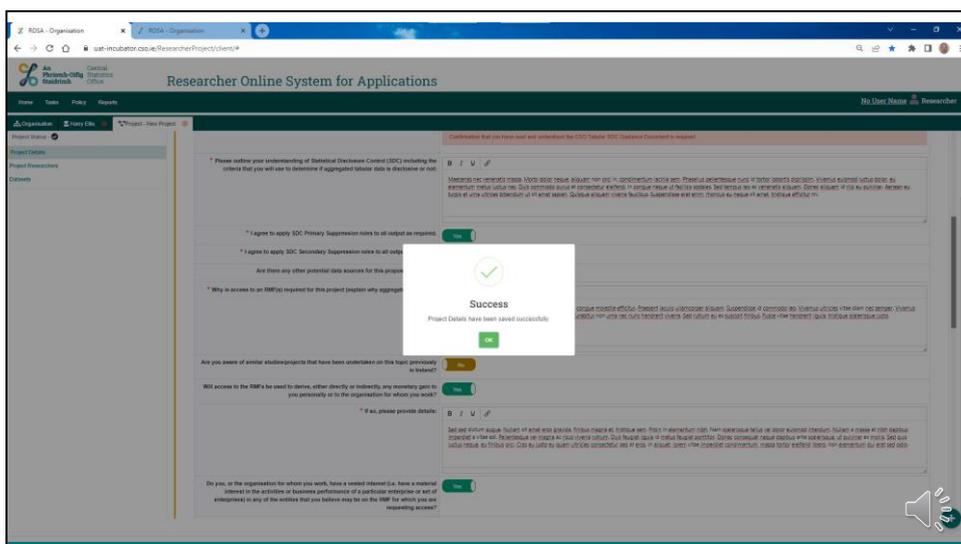
7. Once the Project Details page is complete:

Click on the Plus sign in the bottom right corner and select "Save Changes."



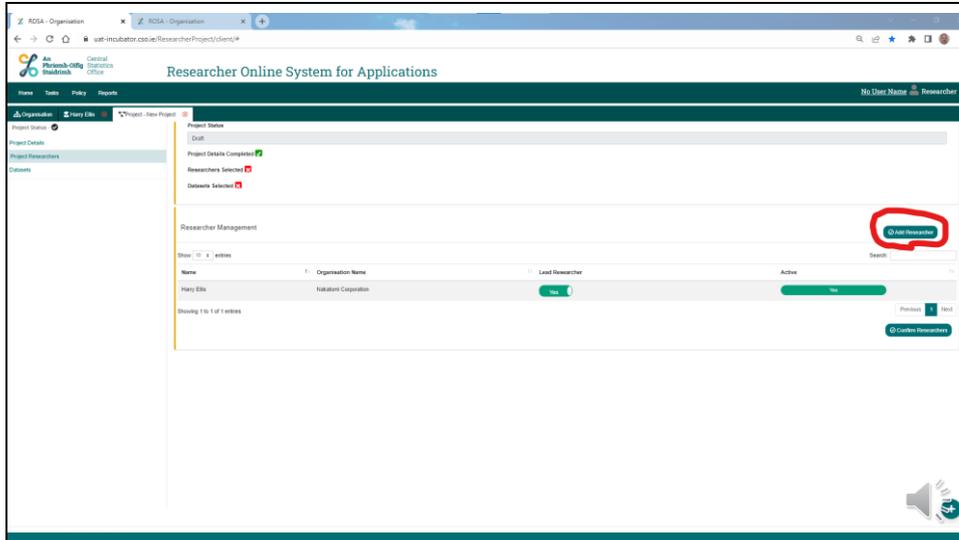
8. When you save your changes, you will see a pop-up box that says "Success."

Now you can move on to the Researcher Management page from the menu on the left-hand side.



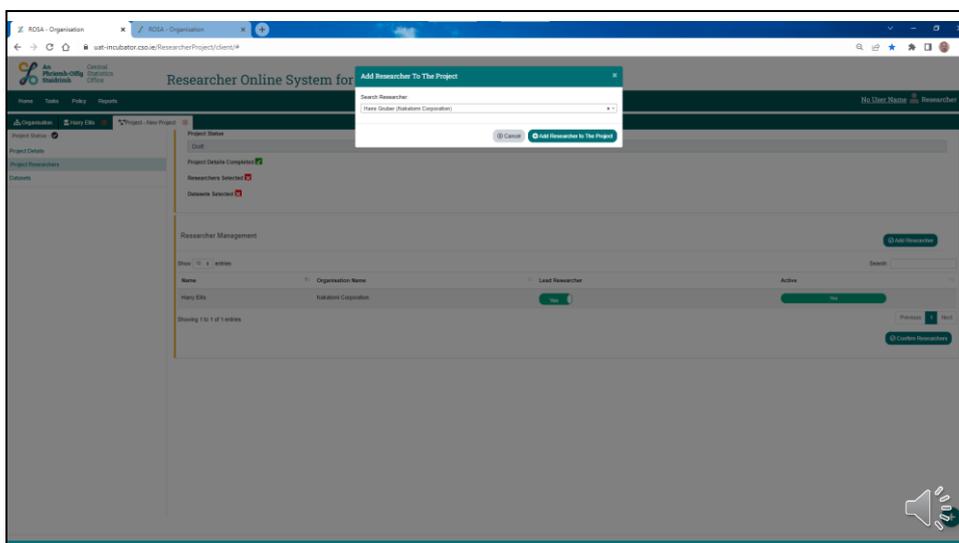
9. To add another registered researcher to your project:

Press the “Add Researcher” button and search for the researcher from the list.

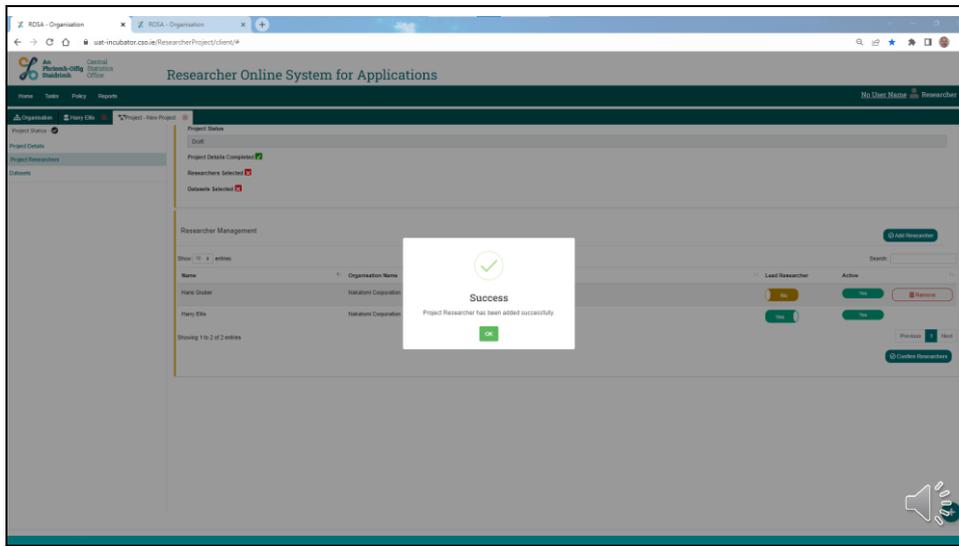


10. Please note that it is possible to select and add any registered researcher who appears on this list. All researchers from other organisations on this list will have consented to sharing their name.

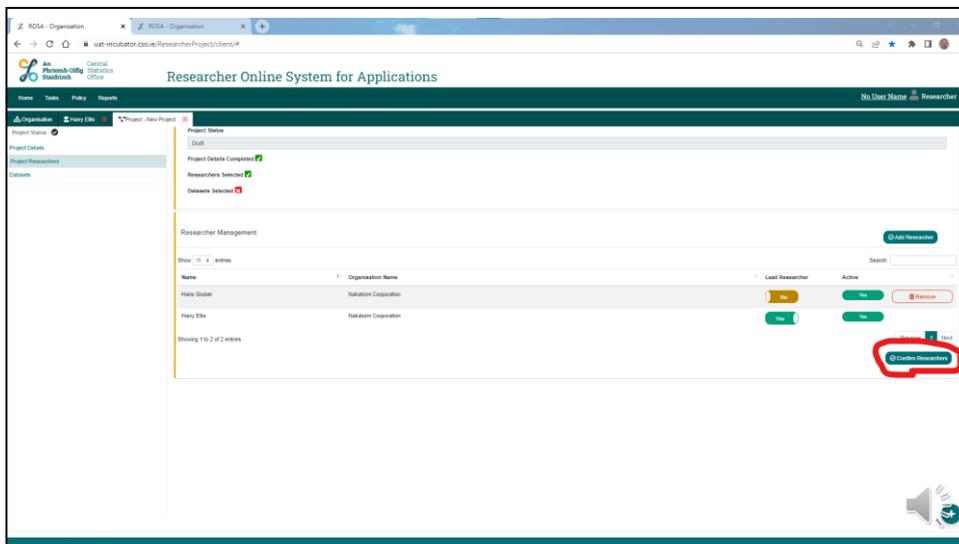
If a registered researcher’s name is not showing on the list, it may mean that they have not consented to sharing their name with researchers from outside their organisation.



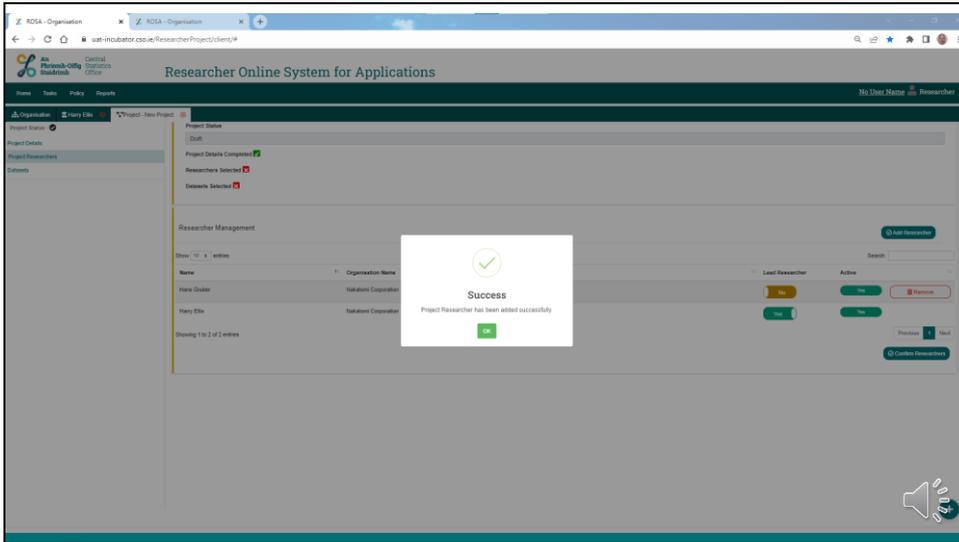
11. Once you have added the additional researcher to your project, a message will appear to show that the researcher was added.



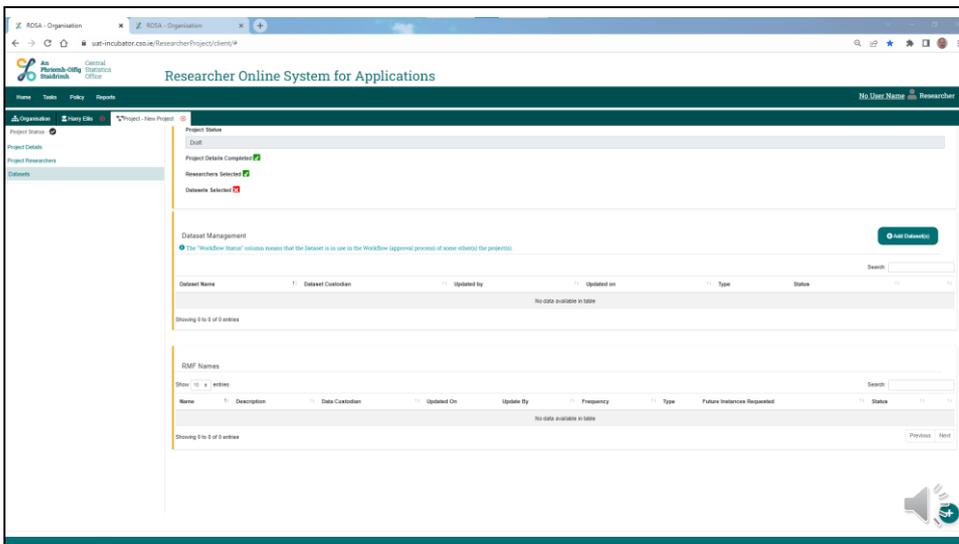
12. Once all the desired researchers have been added to your project, press "Confirm Researchers".



13. A “Success” message will appear.

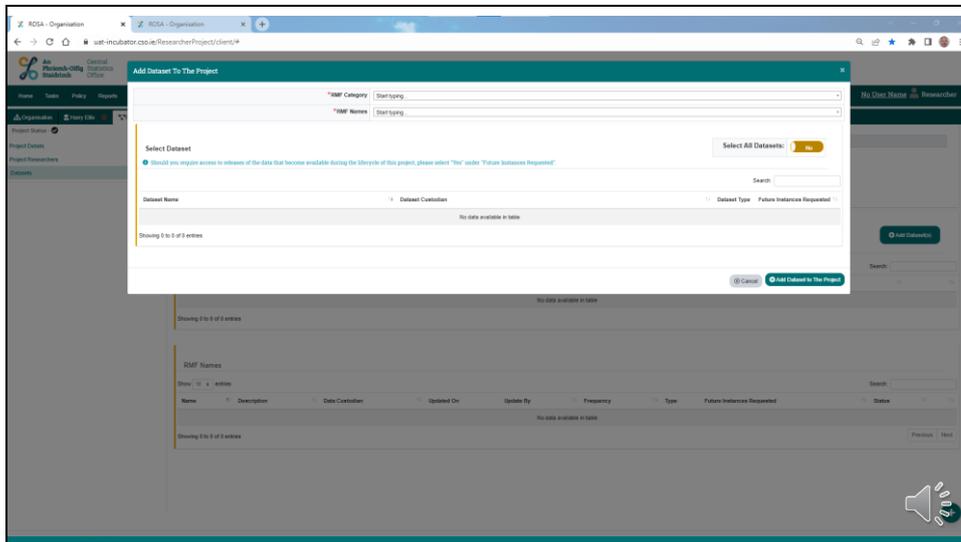


14. Next, select “Dataset Management” from the left-hand menu:

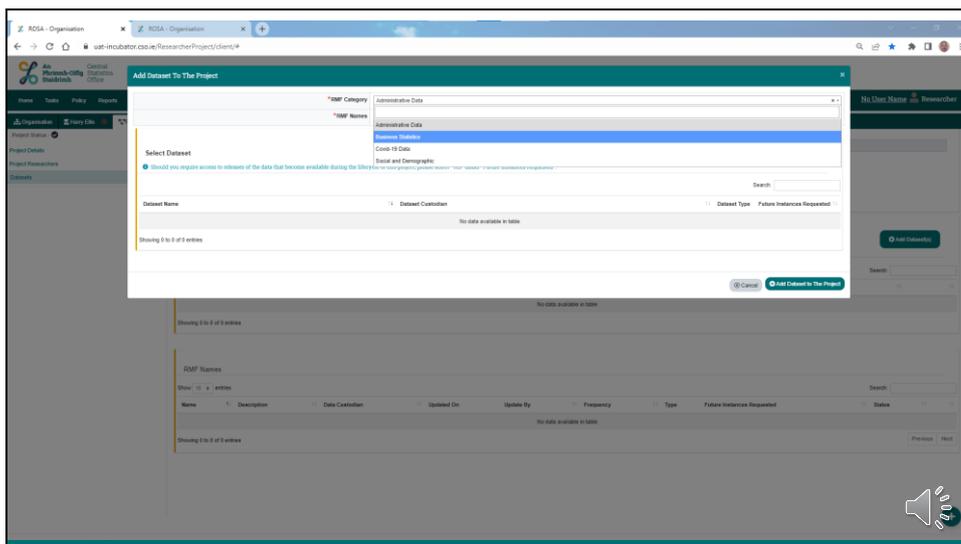


15. Press the Add Dataset button and then select the dataset(s) that are required for the project.

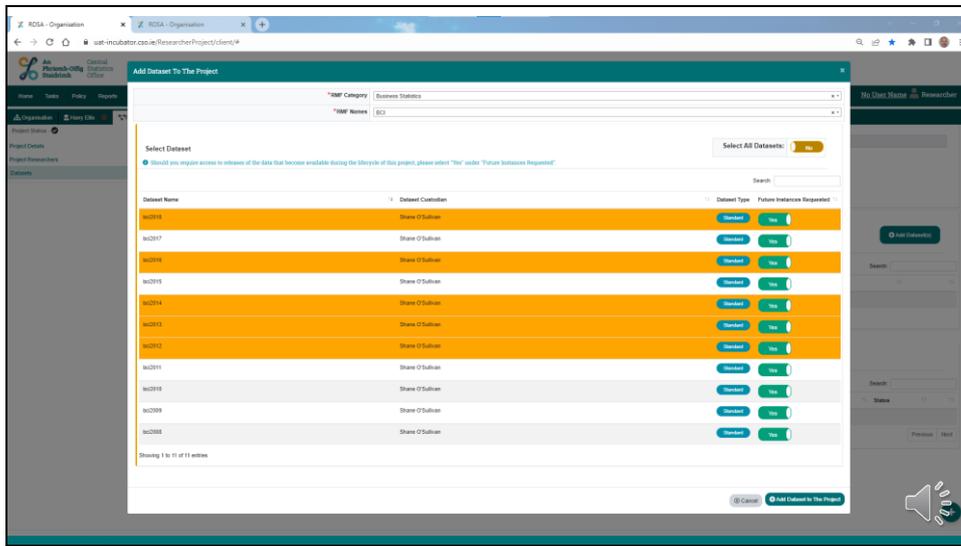
Details regarding each RMF can be accessed in the “RMF Register” on the CSO website.



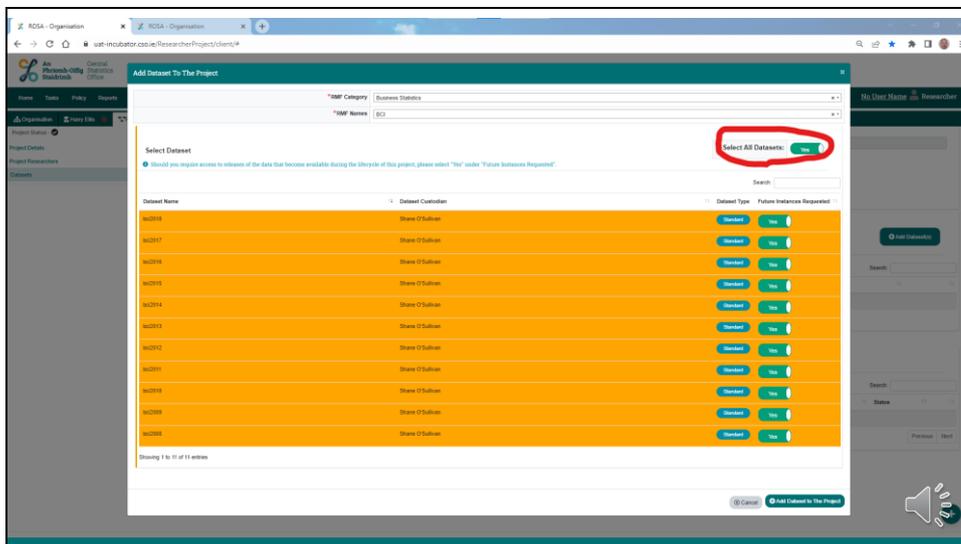
16. RMFs are grouped by Category and then RMF Name. RMFs are divided between Business Statistics, Social and Demographic, COVID-19 and Administrative Data.



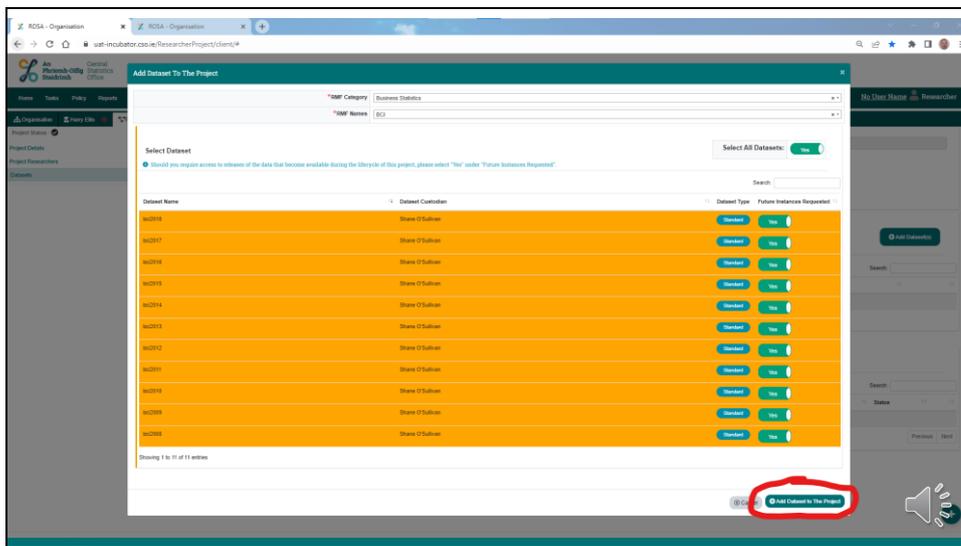
17. Once you have chosen the RMF, you can select individual datasets by clicking on each row.



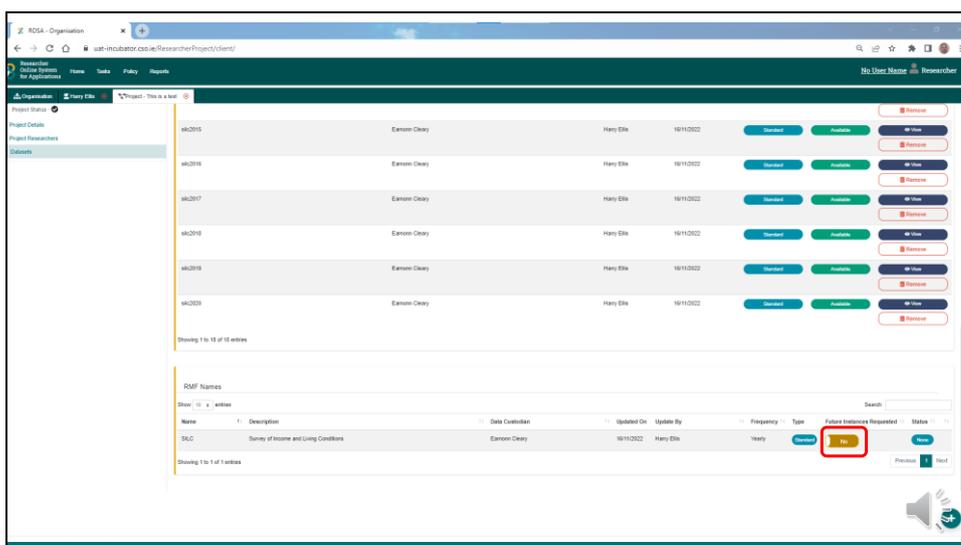
18. Alternatively, you can toggle the "Select All Datasets" between "Yes" and "No" to select all or none of the displayed datasets.



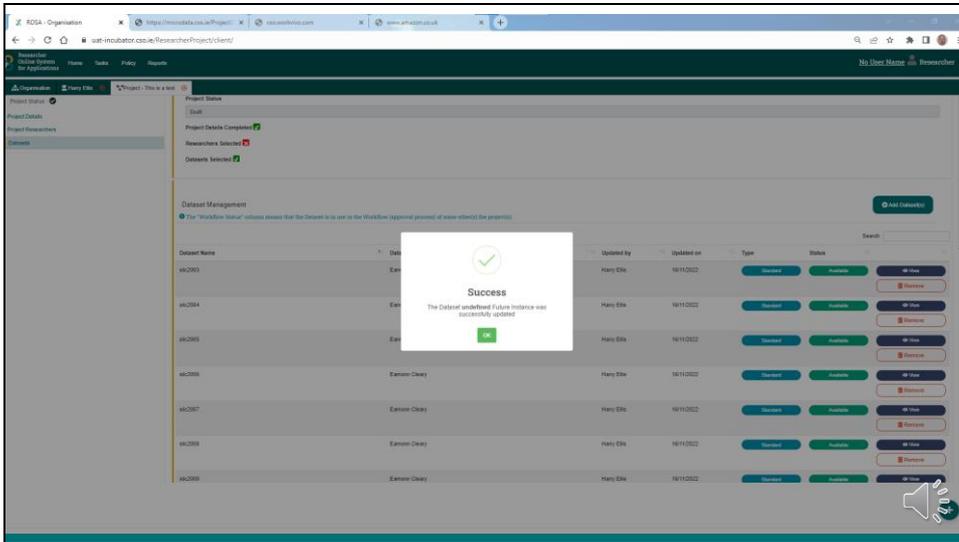
19. Confirm your selection by pressing the “Add Dataset to the Project” button in the bottom-right corner.



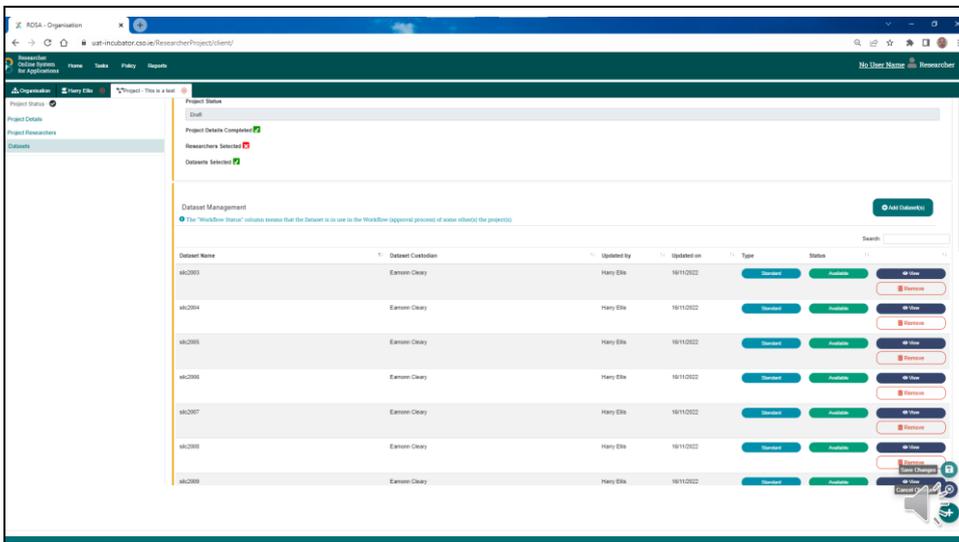
20. If you want future releases, or instances, of an RMF to be delivered to your project folder as they are released during the course of your project, you must explicitly request it. To do so, once you have added your chosen datasets to the project, scroll down to the RMF Names section of the Datasets page of your project application and, under the “Future Instances Requested” column.



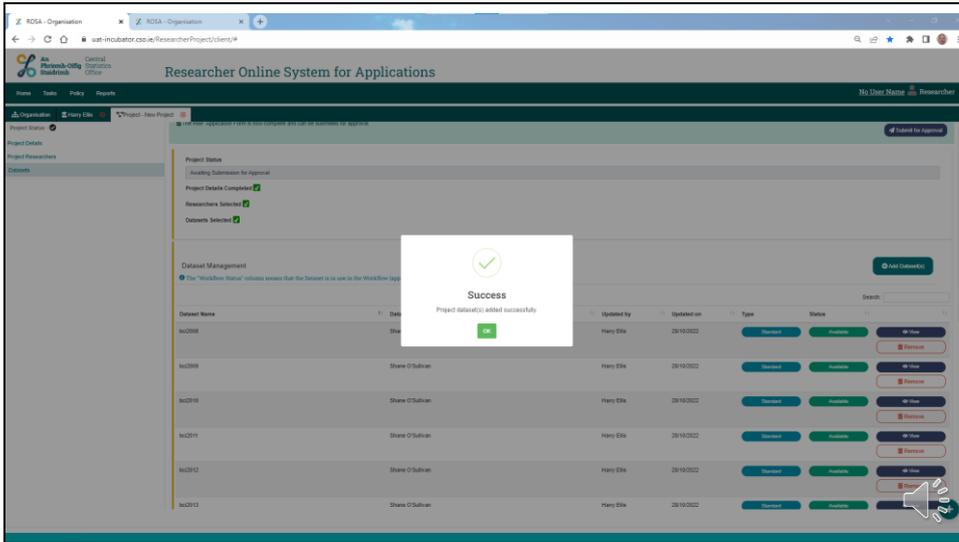
21. Select "Yes". A notification will appear to indicate that the datasets' future instance was successfully updated.



22. Click the burger menu in the bottom-right corner and press "Save".

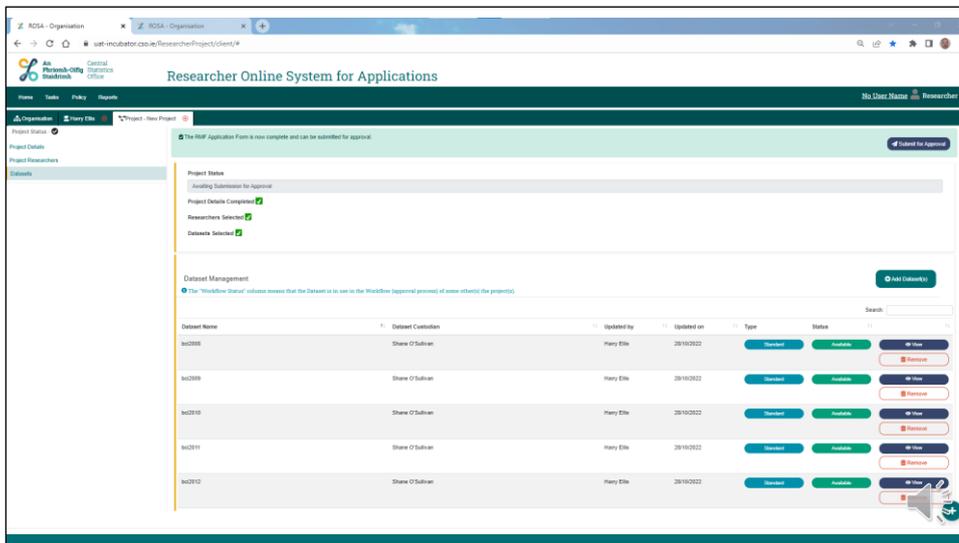


23. It is possible to add multiple datasets from multiple RMFs in this way.

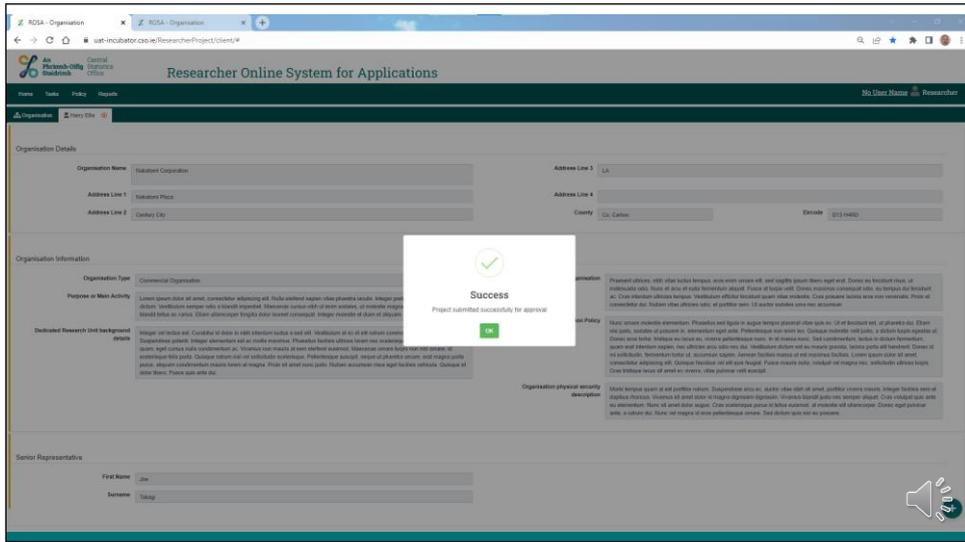


24. Provided that all pages of the application have been completed correctly, a green banner will appear saying "The RMF Application Form is now complete and can be submitted for approval".

Press the "Submit for Approval" button.

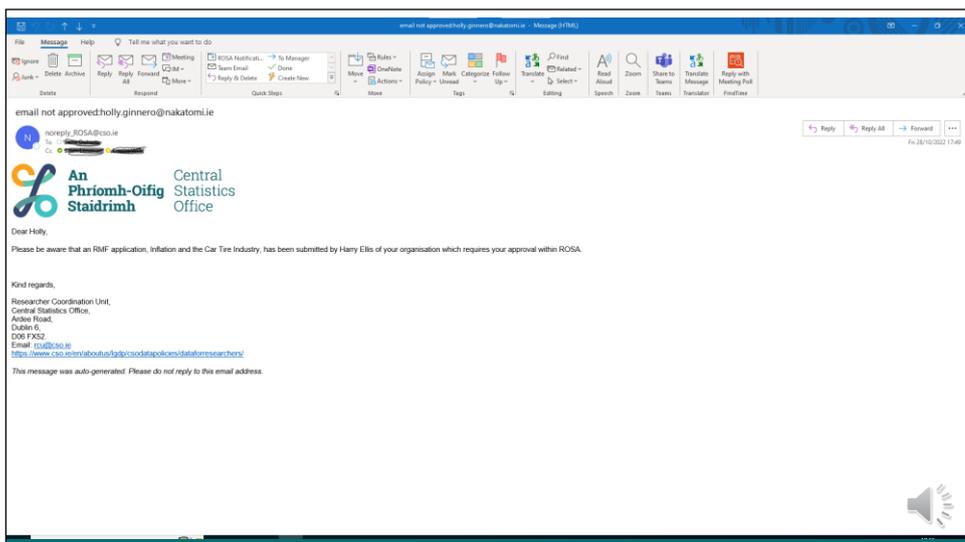


25. On-screen confirmation of the project submission will display.



26. Your organisation's RMF Contact(s) will automatically receive an email requesting that they log onto ROSA to approve the application.

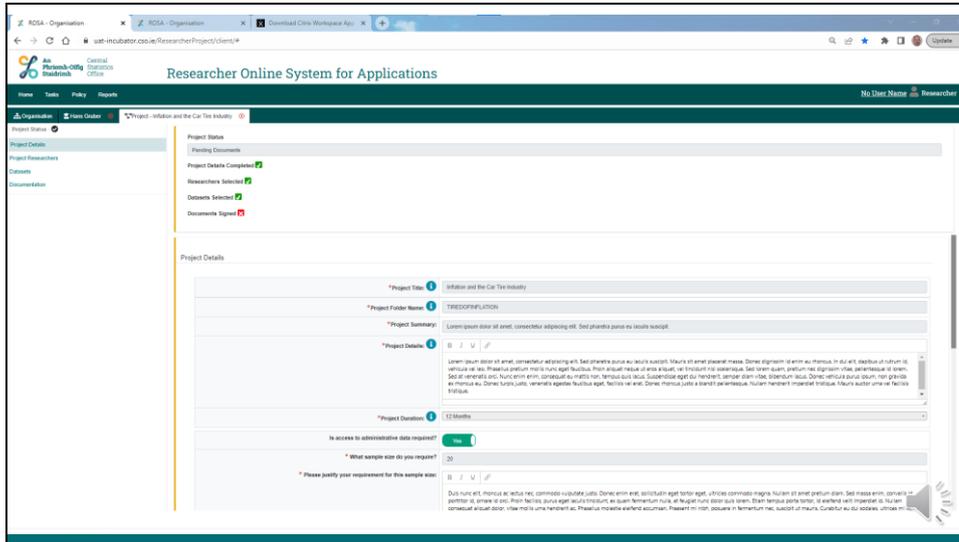
Once approved, the application will go through the CSO RMF approval process until it has been approved by the Director General or has been declined at some stage.



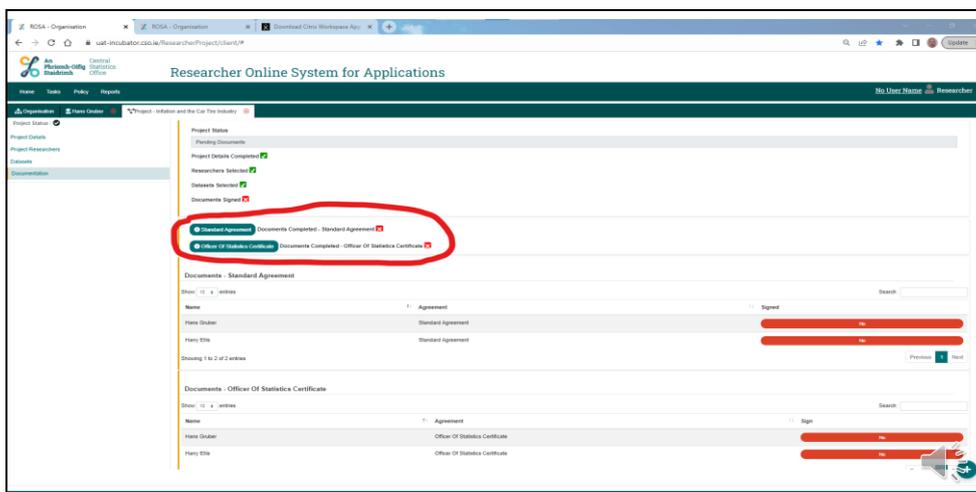
## Researchers – Accepting the Standard Agreement and Officer of Statistics Certificate

Where the project has been approved by the RMF Contact, and then by the CSO:

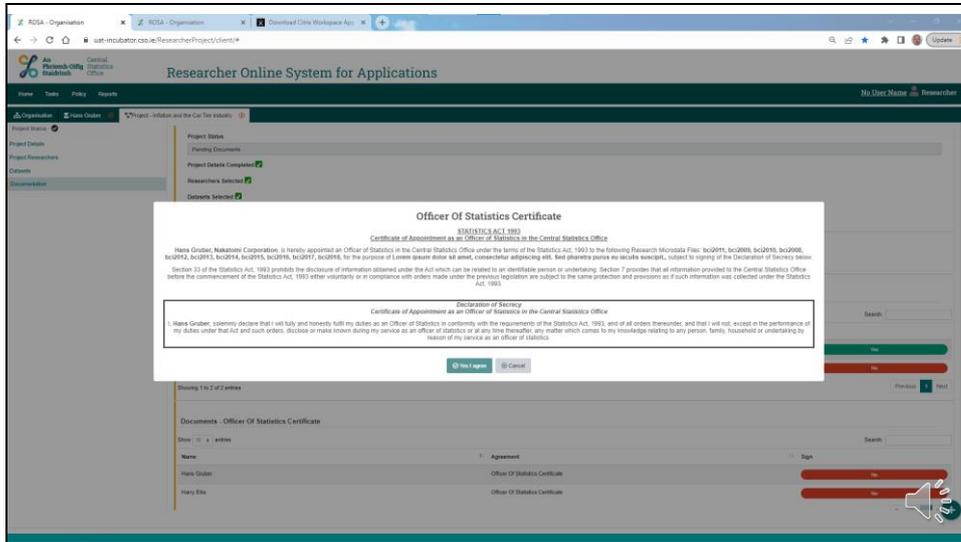
1. All researchers named on the project will be prompted to log in to ROSA.



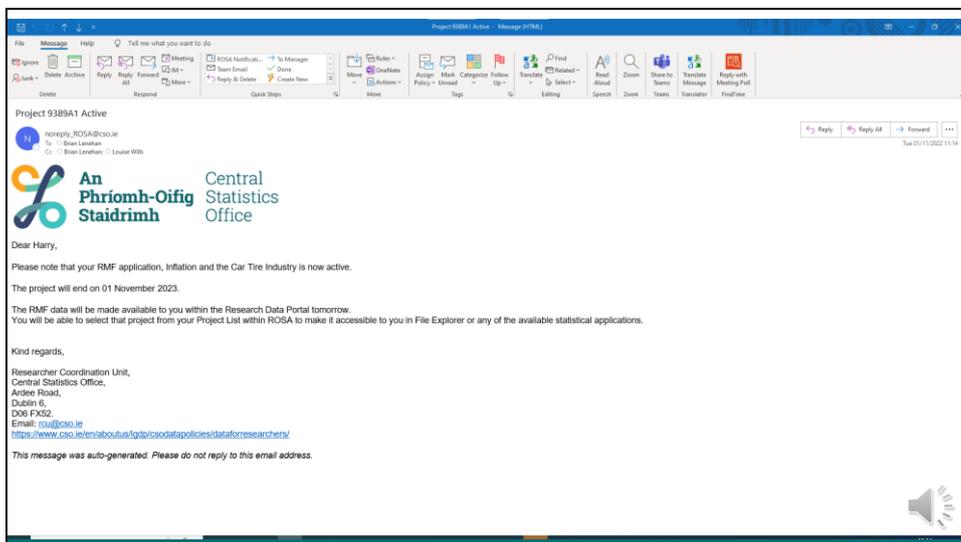
2. The researchers will now open the Documents tab, which is accessed under your Profile, select "My Projects" and select view on the relevant project, Documentation is on the left-hand side. Read and accept the terms and conditions of the RMF Standard Agreement, the Officer of Statistics certificate and the Declaration of Secrecy.



- Once the last researcher has accepted the terms and conditions of the RMF Standard Agreement and electronically signed the Officer of Statistics certificate, the project will be available within the RDP.



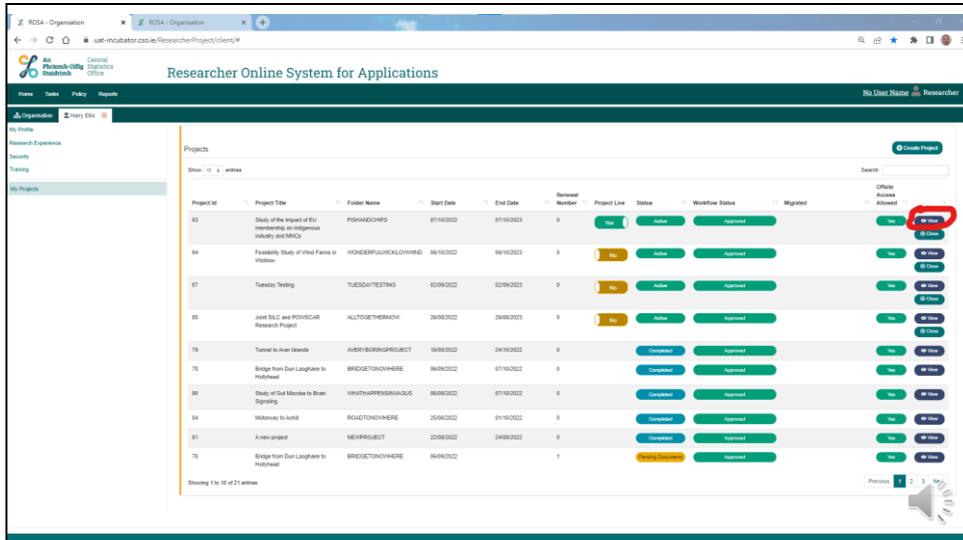
- Once you have been notified that the project is active, you will be able to select that project and make it “Live” from your Project List within ROSA.



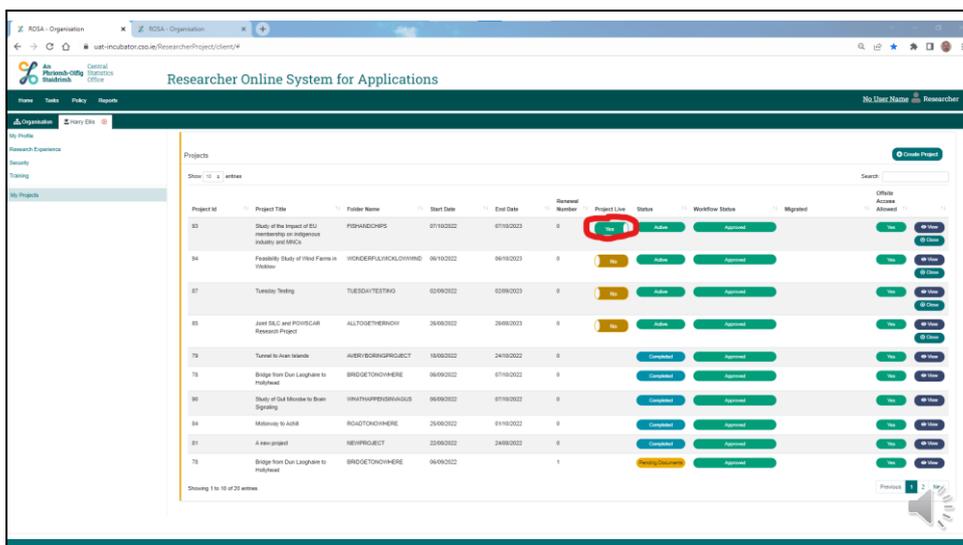
## Researchers – Making a Project Folder Accessible Within ROSA

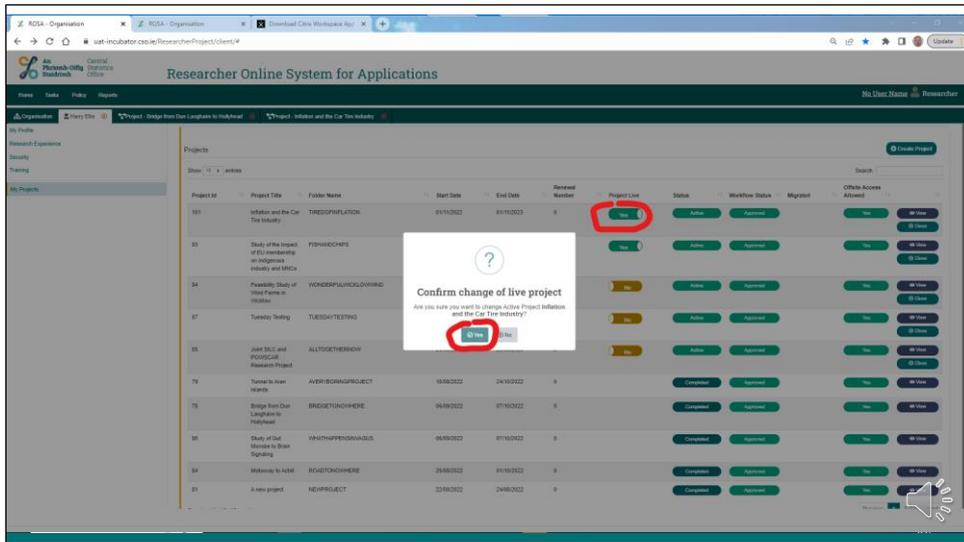
1. All of your project records will be available to view within the “My Projects” tab under your profile.

You can view the details of each project by selecting “View”.



2. Select the project that you wish to work on. To make the project folder available to you within File Explorer, change the value of that project under the “Project Live” column to “Yes”. You can only have one project “live” at any one time. This ensures that only one project folder is visible within File Explorer at any given time.





You must then log out of the Researchers Data Portal desktop and log back in for permissions will be automatically assigned to your chosen project folder within File Explorer. You will now be able to see and open the project folder within your mapped drive on File Explorer and to create, modify and delete files and subfolders within it.

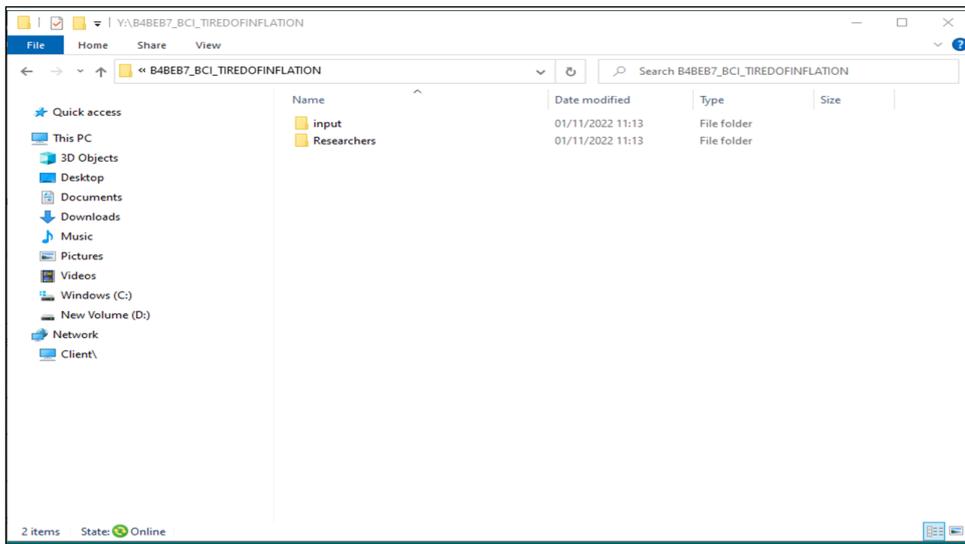
Every project folder has the same folder structure:

There is an "Input" folder which will contain any RMF dataset(s) that has/have been made available to your project. Only the datasets that have been requested in your project application will be copied to your Input folder. You will find codebooks, the Boston College repository of STATA code and other resources by opening the "Supporting Documentation" shortcut from your Input folder.

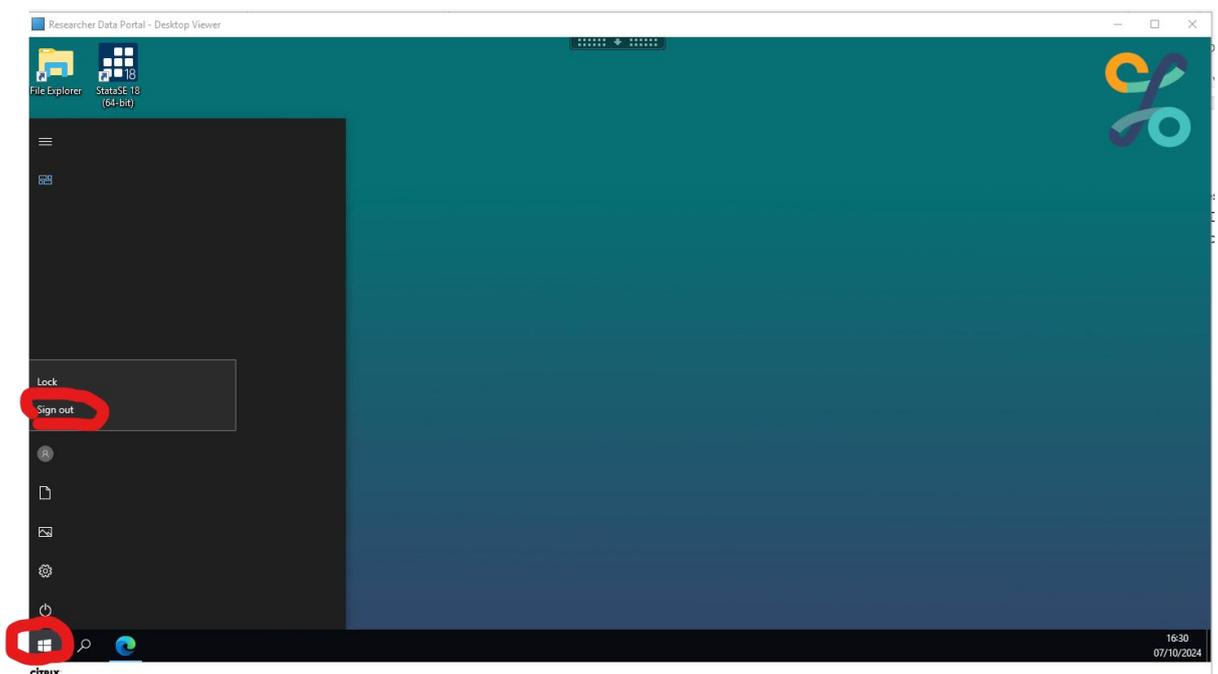
The "Researchers" folder is where you will save all of your working files. This folder is a shared collaborative workspace where you and all the researchers assigned to the one project will have full (write/read/modify) permissions to every file and subfolder within. You will also be able to create folders for individual researchers on the project here.

The "Researchers" folder is the only location where you can save your files. You cannot save files to the Desktop, My Documents folder or any

other location other than the folders within your project folder. You cannot move files from one project folder to another.



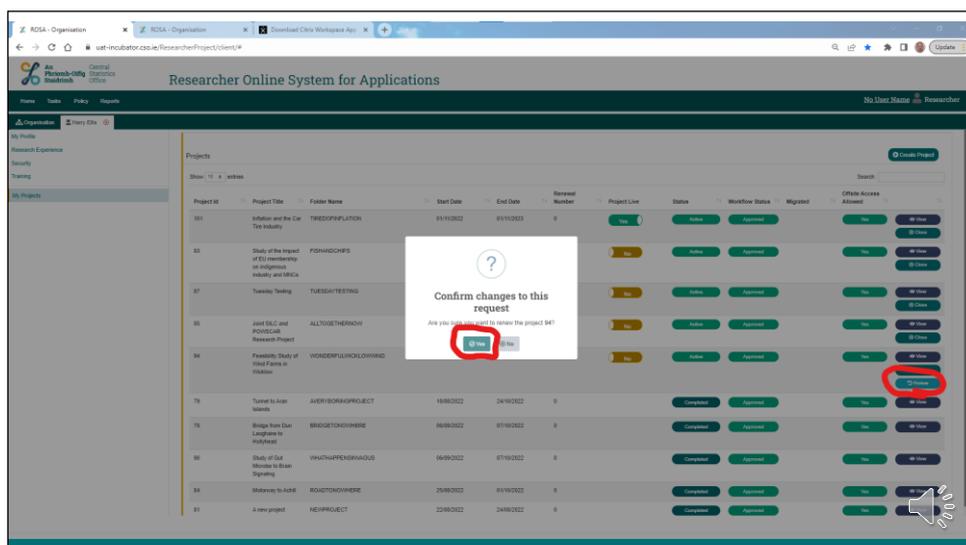
To sign out correctly, press the Windows icon in the bottom-left corner of the Research Data Portal desktop to display the Start Menu. Then click the user profile icon at the top of the menu and press "Sign Out". The desktop will close, and you will have to launch the Research Data Portal desktop again from Citrix Storefront. The project you selected will now be available in File Explorer.



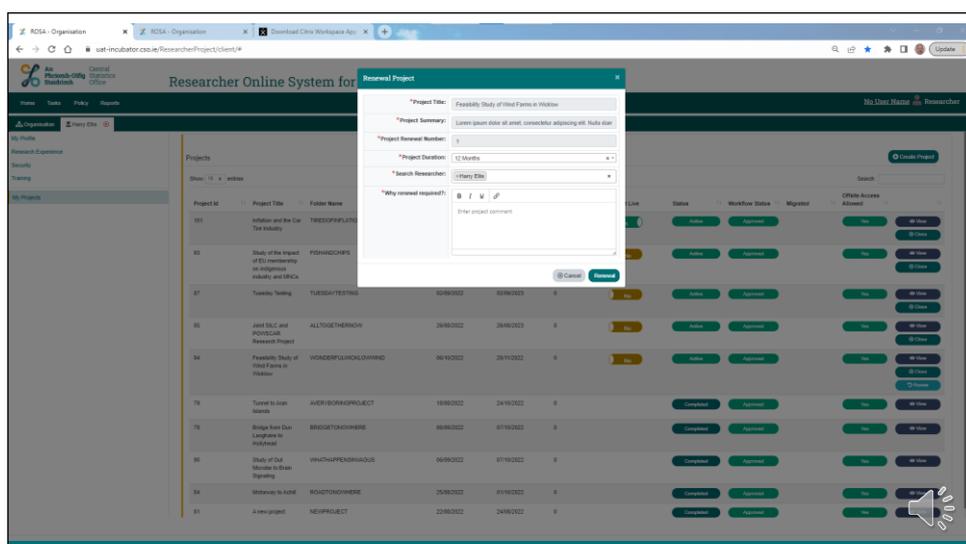
## Researchers – Renewing an Active Research Project

1. The Lead Researcher will be sent a reminder notification by email two months prior to the expiration date of your project.

If the Lead Researcher wishes to apply to renew the project, they must, from their Project List within ROSA, press the project's "Renew" button on the right-hand side.

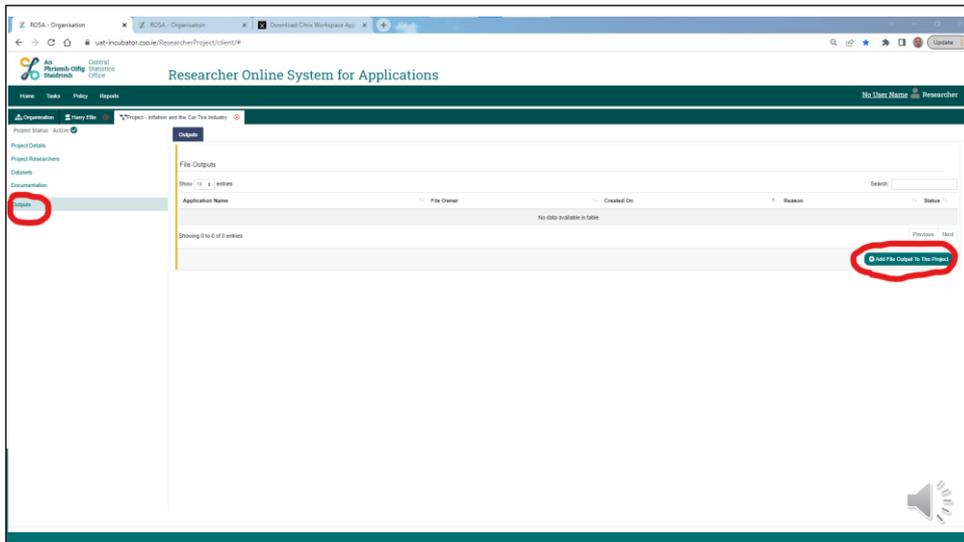


2. A reason for the renewal application must be provided.



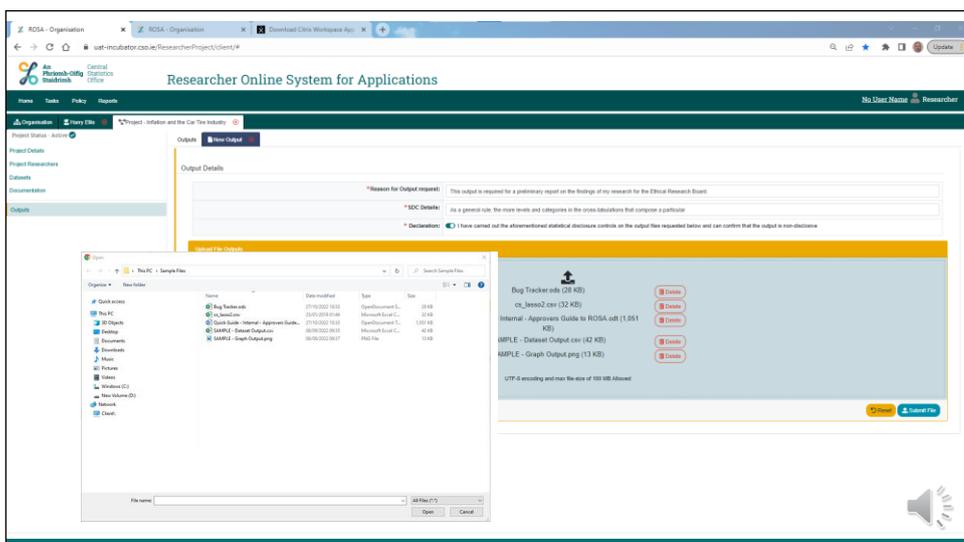
## Researchers – Requesting the Release of Output Files

1. When you have created a file within the RDP that you wish to be released:  
Browse to the Outputs tab, then press the “Add File Output to the Project” button.



2. Once you have provided a reason for the output request and confirmed SDC details, you can drag and drop the required files into the “Upload File Outputs” frame and click “Submit”.

Where the request is approved by the Data Custodian, the files will be emailed to you directly.



## Working with Statistical packages

In order to protect your data and that of the CSO, our RDP environment is isolated from the internet. It is not possible to access any online resources from within the virtual desktop.

As the usefulness of Stata or R-Studio depends greatly on the installation of additional external packages, RCU maintain an offline repository of packages for both applications.

### Importing Packages to R-Studio

A full repository of packages (CRAN) is available from a regularly updated mirror of CRAN located on:

\\crctx-CRAN\CRAN2\bin\windows\contrib\

In order to access and install from this mirror, please follow the below instructions:

- Open R-Studio
- Click on Tools->Global Options...
- Click Packages
- Untick - Use secure download method for HTTP
- Click Apply
- Click Ok

Enter the following lines to install packages including dependencies:

```
options(repos=NULL)
```

```
(install.packages("package_name", contriburl = "file:///crctx-  
/CRAN2/bin/windows/contrib/4.1"))
```

For example, in order to install the ggplot2 package, use:

```
(install.packages("ggplot2", contriburl = "file:///CRCTX-  
CRAN/CRAN2/bin/windows/contrib/4.1"))
```

It is possible to install multiple packages simultaneously by adding their names to the above command, separated by a comma, e.g.

```
(install.packages(c("reshape2", "foreign", "scales", "plyr", "gdata", "xtable", "zoo", "seasonal"),  
contriburl = "file:///crctx-cran/CRAN2/bin/windows/contrib/4.1"))
```

Please note: Installation of packages in RStudio via Tools-> Install Packages... will not function and should only be attempted via the `install.packages` command, documented above.

## Importing Packages to Stata

The Boston College code repository, “BoCoDe”, is a comprehensive collection of user-written packages for Stata. RCU synchronises the offline BoCoDe repository with Boston College periodically throughout the year.

To access these code packages within Stata, click on “File | Open” and browse to the project shortcut within your home-drive. Then open the “Input | Syntax” folder and double-click on the “bocode” shortcut. Packages are grouped into folders alphabetically. For a full definition of the function of each package, please refer to <https://ideas.repec.org/s/boc/bocode.html>

## Importing CSV Format Datasets

In parallel to the development of ROSA, the Data Hub team was established and a new procedure was created to centralise all CSO datasets using Hadoop. As it is configured, the datasets are delivered from Hadoop to project folders in .CSV file format only for all RMF types. The benefits of Hadoop and how the datasets are delivered allows for automated distribution, updating and version control of datasets. There is no ability, unfortunately, to distribute datasets in .SAV, .SPS or any other file-format other than .CSV.

## Importing CSV Datasets into STATA

A CSV file is really just a text file, but structured so that each line of text represents one observation and each variable is separated by a comma. Hence the name, comma-separated variable file. Text files that put a specific character between variables are also known as delimited files, and the Stata command to read them is `import delimited`.

```
capture log close
log using imp_csv.log, replace

clear all
set more off

import delimited using gss2014

save gss2014_from_csv, replace

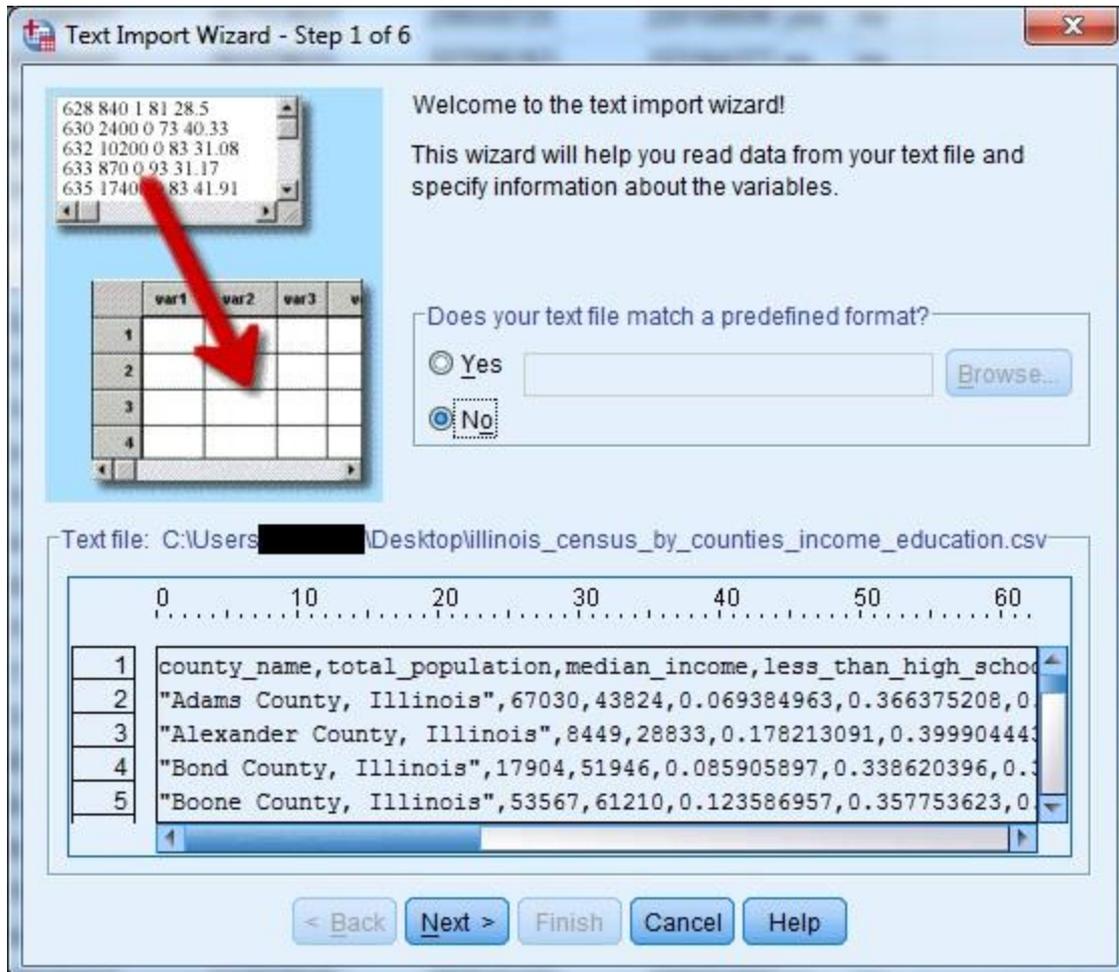
log close
```

The `import delimited` command will try to figure out whether the first row contains variable names or data, and usually succeeds. If it gets it wrong, you can specify that the first row contains variable names with the `varnames(1)` option.

Importing an Excel spreadsheet or CSV file takes longer than loading a Stata data set, and there's no need to repeat that process every time you analyze the data. That's why these do files simply import a data set and save it as a Stata data set. You can then write a separate do file that loads the Stata data set and carries out your analysis.

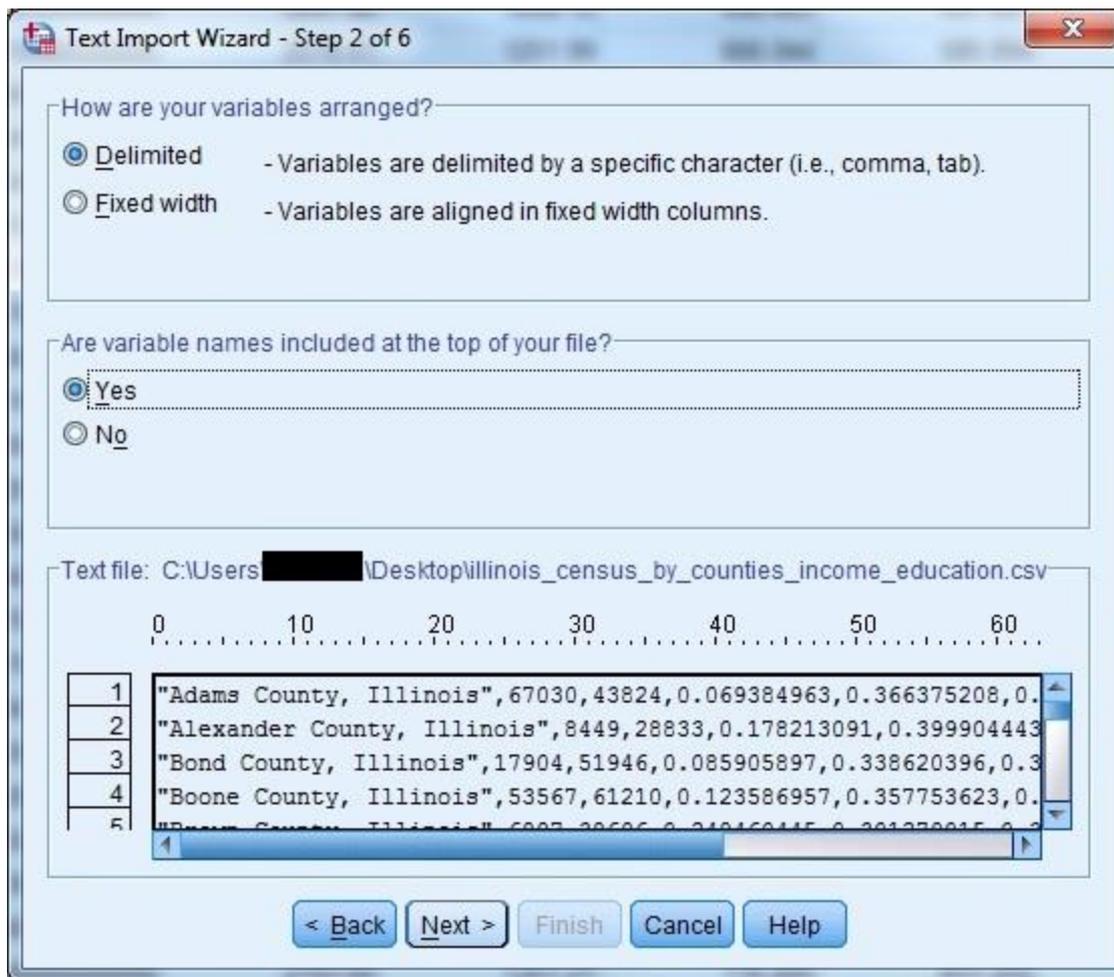
## Importing CSV Datasets into SPSS

SPSS can import data from a CSV or any other text based file using the "File"->"Read Text Data..." option. This will open a pop-up dialogue which allows the user to select the CSV file from the hard drive. Once the file has been selected, the "Text Import Wizard" will start. The import process consists of six steps that can be cycled through using the "Back" and "Next" buttons at the bottom of the wizard.



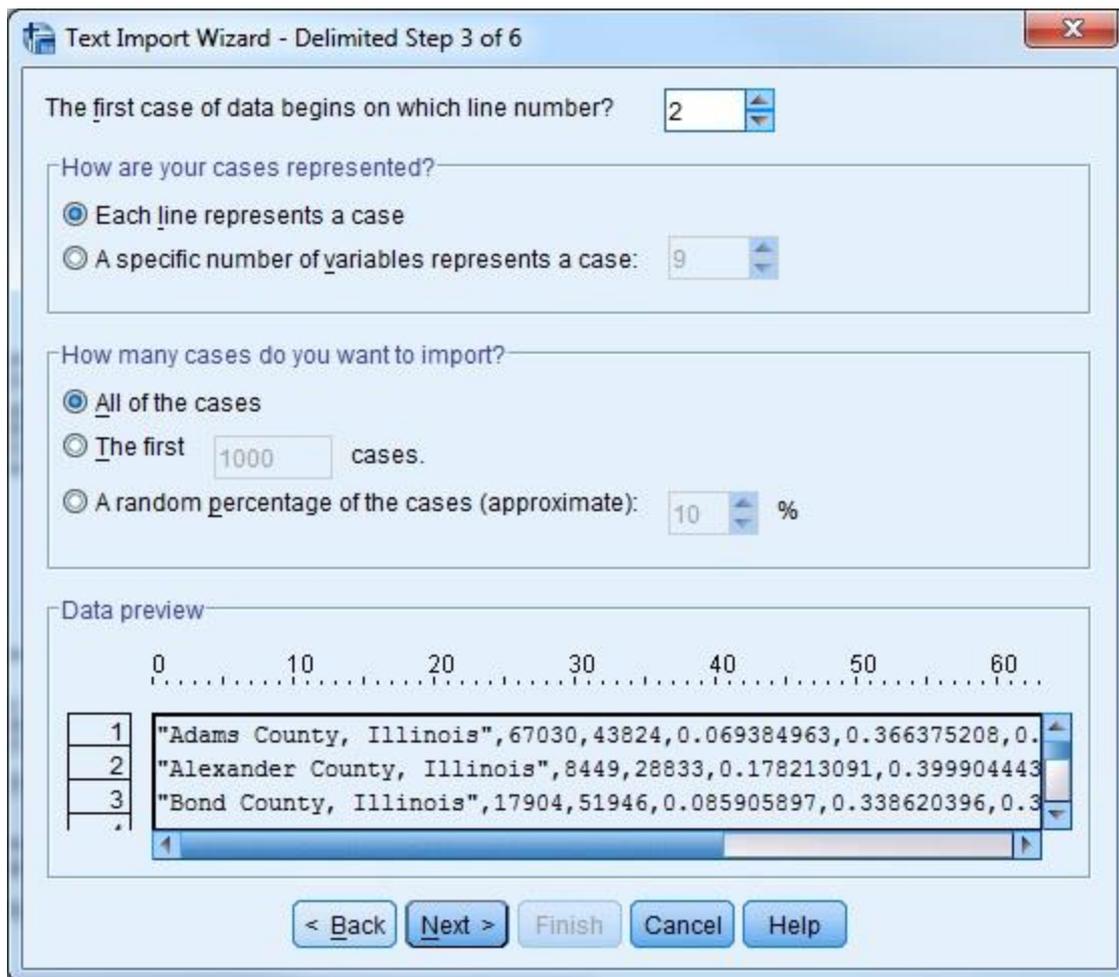
Step 1:

SPSS allows the user to save the settings used to import files, and so this step is asking whether settings for this file have already been saved of this computer. In this case they haven't, so mark "No."



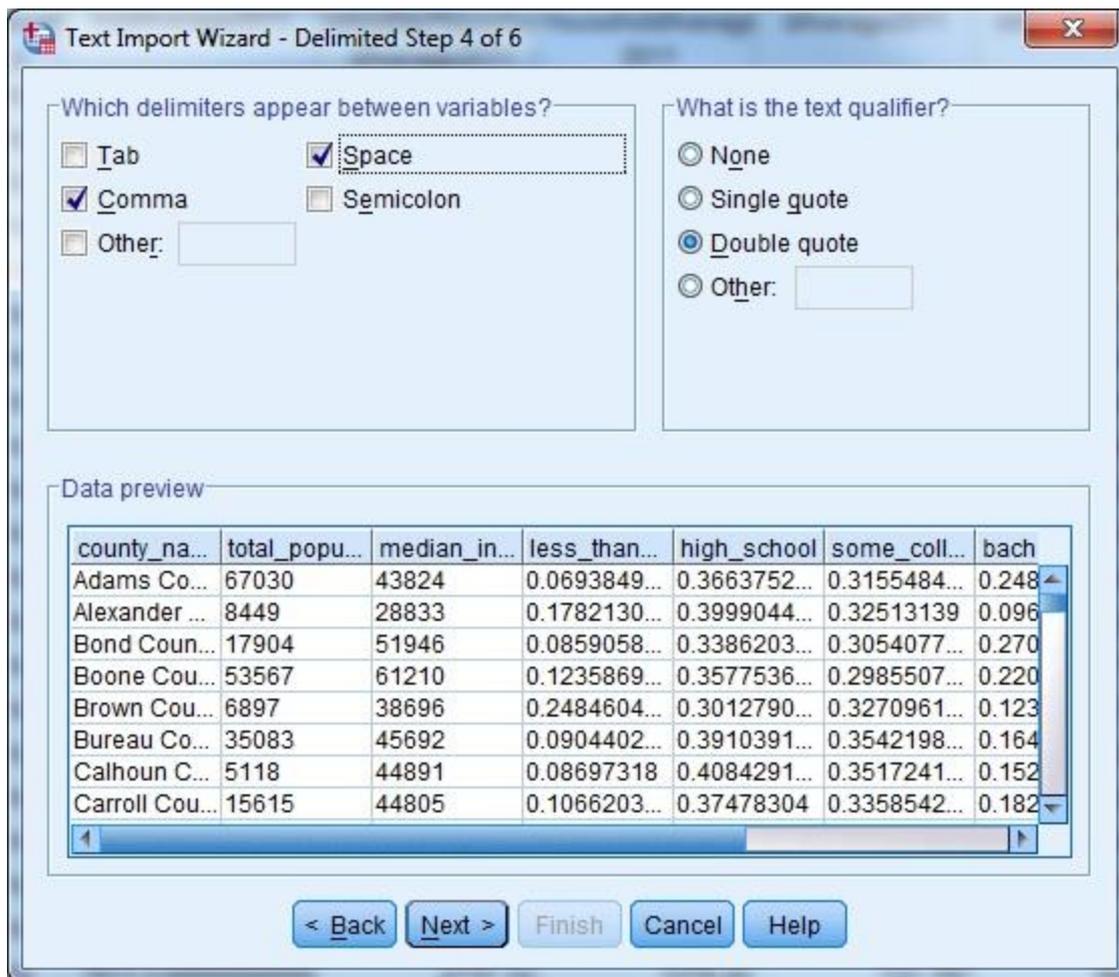
Step 2:

In the second step, mark "Delimited" under "How are your variables arranged?" This tells SPSS that the data is formatted in units divided by specific characters. Then check "Yes" under "Are variable names included at the top of your file?," which specifies that the first line of the file contains the column headers for the table that holds the data. Columns in SPSS are frequently referred to as variables.



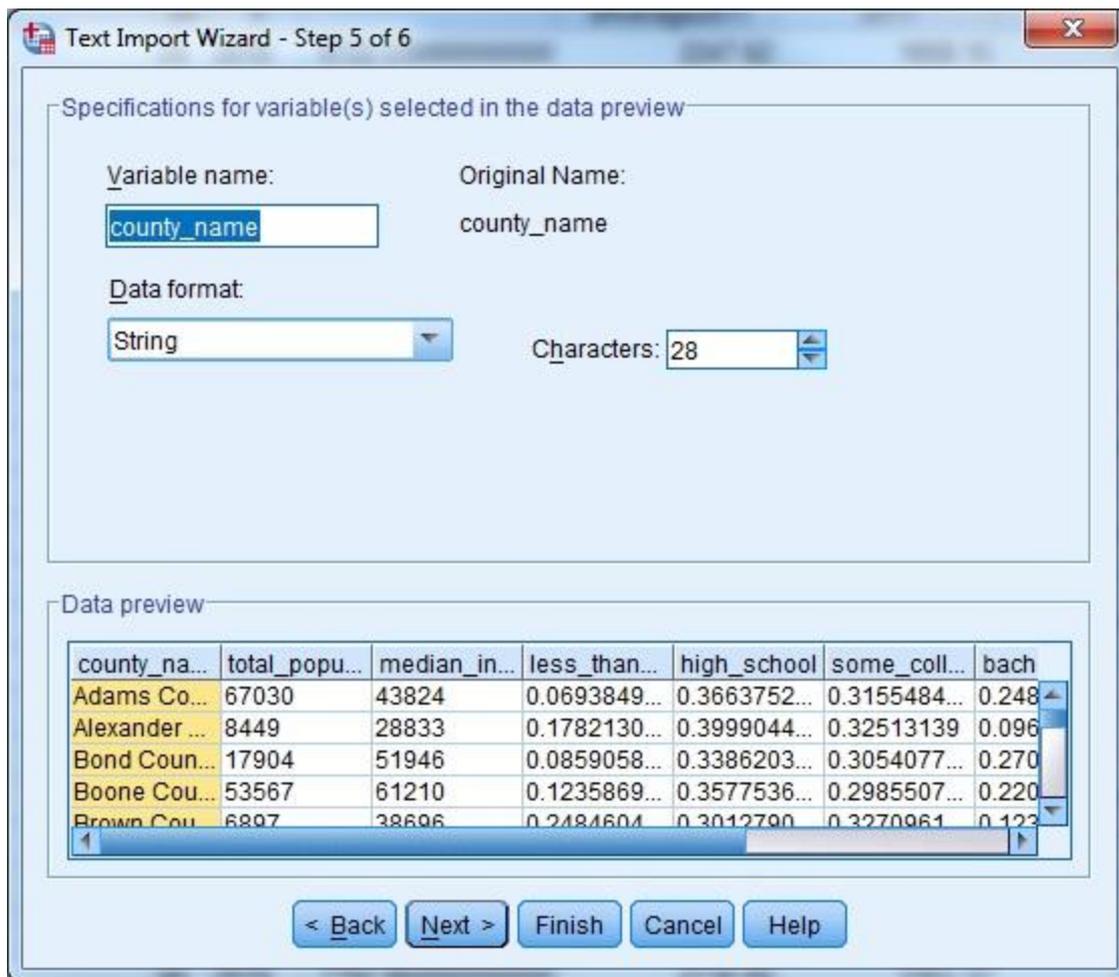
Step 3:

This step controls which parts of the file will be pulled into SPSS. Since SPSS knows that the column names are on the first line, the first case will automatically be set to "2." Each line represents a case, and we will want to import all lines.



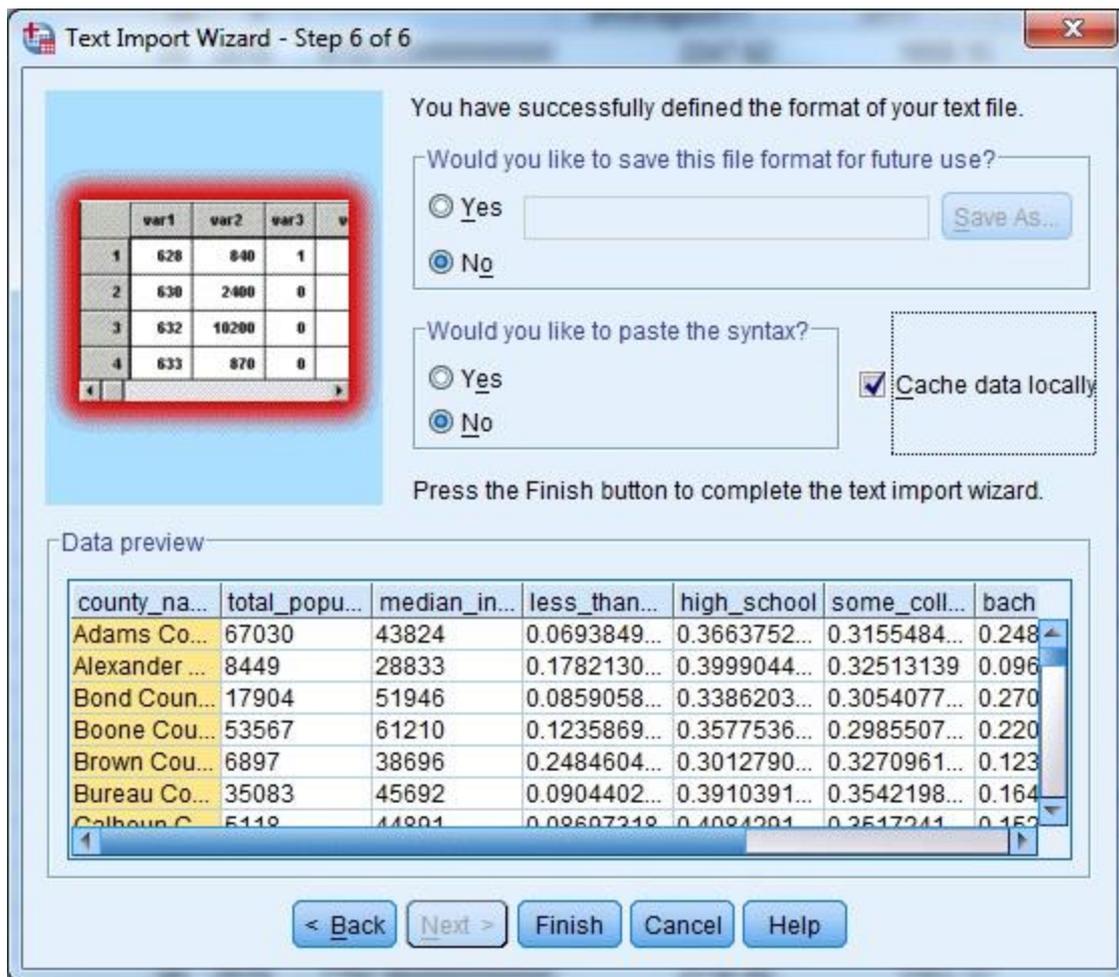
Step 4:

Under "Which delimiters appear between variables?" check "Comma" and "Space." "Delimiters" are the characters that separate each data value. Check "Double Quote" as the text qualifier, which is the character used to distinguish a single value. (This resolves any ambiguity arising from values that contain commas).



Step 5:

Step 5 allows changes to be made to any of the variable data. You won't need to make any changes for this dataset, but in many instances data sets will not have preimported variable names, or SPSS may not automatically recognize the correct "Data format." The SPSS Data format format of a variable controls what type of value it contains: numbers are numeric and characters are strings. Other types are also possible, like "Date," "Dollar," and "Scientific notation."



#### Step 6:

The final step allows the user to save the import configuration by checking "Yes" under "Would you like to save this file format for future use?" The "Would you like to paste the Syntax?" option will print the command syntax to the output viewer. The "Cache Data Locally" option makes a copy of the data in memory to improve performance. Depending on your computers memory you may need to uncheck this for files larger than one or two gigabytes.

## Importing CSV Datasets into R or R-Studio

Suppose I have a CSV file called **data.csv** saved in the following location:

**C:\Users\Bob\Desktop\data.csv**

And suppose the CSV file contains the following data:

```
team, points, assists  
'A', 78, 12  
'B', 85, 20  
'C', 93, 23  
'D', 90, 8  
'E', 91, 14
```

There are three common ways to import this CSV file into R:

1. Use **read.csv** from base R (Slowest method, but works fine for smaller datasets)

```
data1 <- read.csv("C:\\Users\\Bob\\Desktop\\data.csv", header=TRUE,  
stringsAsFactors=FALSE)
```

2. Use **read\_csv** from **readr** package (2-3x faster than read.csv)

```
library(readr)  
data2 <- read_csv("C:\\Users\\Bob\\Desktop\\data.csv")
```

3. Use **fread** from **data.table** package (2-3x faster than read\_csv)

```
library(data.table)  
data3 <- fread("C:\\Users\\Bob\\Desktop\\data.csv")
```

This tutorial shows an example of how to use each of these methods to import the CSV file into R.

*Method 1: Using read.csv*

If your CSV file is reasonably small, you can just use the **read.csv** function from Base R to import it.

When using this method, be sure to specify **stringsAsFactors=FALSE** so that R doesn't convert character or categorical variables into factors.

The following code shows how to use **read.csv** to import this CSV file into R:

```
#import data
```

```
data1 <- read.csv("C:\\Users\\Bob\\Desktop\\data.csv", header=TRUE,
stringsAsFactors=FALSE)
```

```
#view structure of data
str(data1)
```

```
'data.frame': 5 obs. of 3 variables:
 $ team : chr "A" "B" "C" "D" ...
 $ points : int 78 85 93 90 91
 $ assists: int 12 20 23 8 14
```

*Method 2: Using read\_csv*

If you're working with larger files, you can use the `read_csv` function from the `readr` package:

```
library(readr)
```

```
#import data
```

```
data2 <- read_csv("C:\\Users\\Bob\\Desktop\\data.csv")
```

```
#view structure of data
str(data2)
```

```
'data.frame': 5 obs. of 3 variables:
 $ team : chr "A" "B" "C" "D" ...
 $ points : int 78 85 93 90 91
 $ assists: int 12 20 23 8 14
```

*Method 3: Using fread*

If your CSV is extremely large, the fastest way to import it into R is with the `fread` function from the `data.table` package:

```
library(data.table)
```

```
#import data
```

```
data3 <- fread("C:\\Users\\Bob\\Desktop\\data.csv")
```

```
#view structure of data
str(data3)
```

```
Classes 'data.table' and 'data.frame': 5 obs. of 3 variables:
 $ team : chr "A" "B" "C" "D" ...
 $ points : int 78 85 93 90 91
 $ assists: int 12 20 23 8 14
```

Note that in each example we used double backslashes (`\\`) in the file path to avoid the following common error:

```
Error: '\U' used without hex digits in character string starting ""C:\U"
```