Researcher Um Iarratais ó Thaighdeoirí Researcher Online System for Applications

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.





App Store

Get the app



Get the app

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

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**.



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

An Central Statistics Office
← @cso.ie
Enter password
•••••
Forgot my password
Sign in
Need help? Contact the CSO IT Service Desk at itservicedesk@cso.ie or on 021-4535666

4. Click Next.



5. Click Set up.

An and Control States	
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 Please configure the mobile app.	
©2020 Microsoft Legal Privacy	

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.

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			Add persona	laccount	
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10. You will receive a Data Privacy prompt, click OK.



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.

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				Sign in to your recovery account.	
				Begin recovery	
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Click Work o	r school ac	count.			

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	Add account	
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	Personal account	(j)
	Work or school accou	unt i
R	Other account (Goog	le, Facebook, etc.) 🕕
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14. Point your mobile phone at the Configure mobile app screen currently open on your home device to scan the QR code.

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OR ENTER (CODE MANUALLY				
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15. You will now see your account has been added to the Microsoft Authenticator phone app on your mobile phone.

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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.

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

Configu	re 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	mage below.
If you are	unable to scan the image, enter the following information in your app.
Account	Name: Central Statistics Office @cso.ie
Secret Ke	<i>f</i> :
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Click I Click I Cli	

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**.

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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
847808

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**.

Cancel 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
Verrication successful. laking you to the next step

For more information on how to install the Microsoft Authenticator App and set-up 2FA, please see https://youtu.be/Q80zabuNwH111

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, then click Next.

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Sign in			
joe.bloggs@cso.ie			
Can't access your accou	unt?		
Sign-in options			
	Back	Next	
Need help? Contact itservicedesk@cso.i	the CSO IT Servi ie or on 021-453	ce Desk at 8 5666	

 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).



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.



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

	citrix Receiver	Welcome to Citrix Roceiver Use Citrix Roceiver softcations and dealtaps. Defact Roceiver	

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
	Open Cancel
8.	Click Desktops . Click on your assigned desktop to launch, then sign in as normal.
	Citrix StoreFront
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- 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.

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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 twofactor 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

 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.



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.

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Enabled	Harry Ellis	015544332	🖀 Brian Lenehan@cso.ie	Approved	12/08/2022		● Vhyw	
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Showing 1 to 3 of 3 entries							Previous 1	Next
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3. This will open the "Create Researchers" form.

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Showing 1 to 3 of 3 entries	Enter comment	PTENNUS T PIEAL
	Cancel O Create	
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 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".

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5. 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.





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.

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 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.

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3. 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.

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The RMF Researcher Role

If you are an existing RMF Contact and wish to become registered as a Researcher, you must contact RCU at <u>rcu@cso.ie</u>. 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 <u>rcu@cso.ie</u>.

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.

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		by emaining rougesoue and requesting that my name is removed from the list of researchers available for selection.
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 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.

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

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4. Under "My Publications" select



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

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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".

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6. In the "Statistical Disclosure Control" section, acknowledge your consent to follow our SDC guidelines.

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7. 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.

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8. 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.

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	Module 4	Module 4 - RMF Training - Data Protection Transparency Nation	12/06/28/22	FRESHED
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# 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.

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

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- 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).

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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.

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

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6. 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."

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		The CSD reserves the right to audit the procedures in place at the approved off-site location	s), without prior notification, to ensure that the appropriate procedures are in place to protect the confidentiality and integrity of the data.
		Access to the RDP is at all times strictly restricted to the appointed Officer(s) of Statistics. Th	is implies that Researchers must ensure that the system is logged off when not in use, that the screen is to be locked when the researcher
		is away from their machine for any period of time and that data cannot be viewed by anyone	other than the appointed Officer.
		Log on credentials must not be physically stored, shared or otherwise communicated.	Lagere D
		Recording, photographing, screen-sharing, copying or attempting to transfer data in any form	not from the RDP is strictly prohibited.
		Any breach of the above must be reported immediately to the Researcher Coordination Unit	RCU) of the CSO.
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		Other (if applicable):	B / V Ø
			Outline any other security measures that are in place
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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.

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 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.

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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".

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13. A "Success" message will appear.

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

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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.

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

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

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

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

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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.

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

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

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

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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.

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

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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.

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# 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.

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 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.

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4. 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.

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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.

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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.

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

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# 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.



 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.

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# 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
- $\cdot$  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 = "<u>file:///crctx-</u> /<u>CRAN2/bin/windows/contrib/4.1</u>"))

For example, in order to install the gglot2 package, use:

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

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 = "<u>file:///crctx-cran/CRAN2/bin/windows/contrib/4.1</u>"))

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 <u>https://ideas.repec.org/s/boc/bocode.html</u>

## 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.

This wizard will help you read data from your text file and specify information about the variables.
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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."

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#### 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.

The first case o	f data beg	ins on which line number? 2
How are your	cases rep	resented?
Each line r	epresents	a case
◎ A specific i	number of	variables represents a case: 9 🗧 🤤
How many ca	ses do you	I want to import?
All of the call	ases	
◎ <u>T</u> he first	1000	cases.
◎ A random	percentage	e of the cases (approximate): 10 😭 %
-Data preview-		
P	10.	
1 "Ada	ms Count	y, Illinois",67030,43824,0.069384963,0.366375208,0.
2 "Ale	xander C	ounty, Illinois",8449,28833,0.178213091,0.399904443
	a councy	, 1111013 ,1/304,31340,0.003303037,0.330020390,0.3
	<	Back Next > Finish Cancel Help

#### 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.

lan	SI SI	nace		O None		
Comma Othe <u>r</u> :	S	emicolon		<ul> <li>Single guo</li> <li>Double quo</li> <li>Other:</li> </ul>	ote uote	
county na	total popu	median_in	less than	high school	some coll	bach
oata preview- county_na Adams Co	total_popu 67030	median_in 43824	less_than 0.0693849	high_school 0.3663752	some_coll 0.3155484	bach 0.248 4
oata preview- county_na Adams Co Alexander	total_popu 67030 8449	median_in 43824 28833	less_than 0.0693849 0.1782130	high_school 0.3663752 0.3999044	some_coll 0.3155484 0.32513139	bach 0.248 4 0.096
county_na	total_popu	median_in	less_than	high_school	some_coll	bach
Adams Co	67030	43824	0.0693849	0.3663752	0.3155484	0.248
Alexander	8449	28833	0.1782130	0.3999044	0.32513139	0.096
Bond Coun	17904	51946	0.0859058	0.3386203	0.3054077	0.270
county_na	total_popu	median_in	less_than	high_school	some_coll	bach
Adams Co	67030	43824	0.0693849	0.3663752	0.3155484	0.248
Alexander	8449	28833	0.1782130	0.3999044	0.32513139	0.096
Bond Coun	17904	51946	0.0859058	0.3386203	0.3054077	0.270
Boone Cou	53567	61210	0.1235869	0.3577536	0.2985507	0.220
county_na	total_popu	median_in	less_than	high_school	some_coll	bach
Adams Co	67030	43824	0.0693849	0.3663752	0.3155484	0.248
Alexander	8449	28833	0.1782130	0.3999044	0.32513139	0.096
Bond Coun	17904	51946	0.0859058	0.3386203	0.3054077	0.270
Boone Cou	53567	61210	0.1235869	0.3577536	0.2985507	0.220
Brown Cou	6897	38696	0.2484604	0.3012790	0.3270961	0.123
county_na	total_popu	median_in	less_than	high_school	some_coll	bach
Adams Co	67030	43824	0.0693849	0.3663752	0.3155484	0.248
Alexander	8449	28833	0.1782130	0.3999044	0.32513139	0.096
Bond Coun	17904	51946	0.0859058	0.3386203	0.3054077	0.270
Boone Cou	53567	61210	0.1235869	0.3577536	0.2985507	0.220
Brown Cou	6897	38696	0.2484604	0.3012790	0.3270961	0.123
Bureau Co	35083	45692	0.0904402	0.3910391	0.3542198	0.164
county_na	total_popu	median_in	less_than	high_school	some_coll	bach
Adams Co	67030	43824	0.0693849	0.3663752	0.3155484	0.248
Alexander	8449	28833	0.1782130	0.3999044	0.32513139	0.096
Bond Coun	17904	51946	0.0859058	0.3386203	0.3054077	0.270
Boone Cou	53567	61210	0.1235869	0.3577536	0.2985507	0.220
Brown Cou	6897	38696	0.2484604	0.3012790	0.3270961	0.123
Bureau Co	35083	45692	0.0904402	0.3910391	0.3542198	0.164
Calhoun C	5118	44891	0.08697318	0.4084291	0.3517241	0.152
county_na	total_popu	median_in	less_than	high_school	some_coll	bach
Adams Co	67030	43824	0.0693849	0.3663752	0.3155484	0.248
Alexander	8449	28833	0.1782130	0.3999044	0.32513139	0.096
Bond Coun	17904	51946	0.0859058	0.3386203	0.3054077	0.270
Boone Cou	53567	61210	0.1235869	0.3577536	0.2985507	0.220
Brown Cou	6897	38696	0.2484604	0.3012790	0.3270961	0.123
Bureau Co	35083	45692	0.0904402	0.3910391	0.3542198	0.164
Calhoun C	5118	44891	0.08697318	0.4084291	0.3517241	0.152
Carroll Cou	15615	44805	0.1066203	0.37478304	0.3358542	0.182

#### 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 form values that contain commas).

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ata preview-	total_popu	median_in	less_than	high_school	some_coll	bach
oata preview- county_na Adams Co	total_popu 67030	median_in 43824	less_than 0.0693849	high_school 0.3663752	some_coll 0.3155484	bach 0.248
oata preview- county_na Adams Co Alexander	total_popu 67030 8449	median_in 43824 28833	less_than 0.0693849 0.1782130	high_school 0.3663752 0.3999044	some_coll 0.3155484 0.32513139	bach 0.248 0.096
)ata preview- county_na Adams Co Alexander Bond Coun	total_popu 67030 8449 17904	median_in 43824 28833 51946	less_than 0.0693849 0.1782130 0.0859058	high_school 0.3663752 0.3999044 0.3386203	some_coll 0.3155484 0.32513139 0.3054077	bach 0.248 0.096 0.270
oata preview- county_na Adams Co Alexander Bond Coun Boone Cou	total_popu 67030 8449 17904 53567	median_in 43824 28833 51946 61210	less_than 0.0693849 0.1782130 0.0859058 0.1235869	high_school 0.3663752 0.3999044 0.3386203 0.3577536	some_coll 0.3155484 0.32513139 0.3054077 0.2985507	bach 0.248 0.096 0.270 0.220

#### 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."

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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 that 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")</pre>

3. Use fread from data.table package (2-3x faster than read_csv)

#### library(data.table)

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

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")</pre>
```

#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")</pre>
```

#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"