**TSHS Resources Portal**

**Dataset Submission Form**

***Version 2023***

**Required:** **All datasets submitted to the TSHS Resources Portal must contain a Creative Commons License**. This license is free and easy to obtain. Complete instructions can be found on the “For Contributors” page of the TSHS Resources Portal, here: <https://www.causeweb.org/tshs/contributors/>.

Note - we recommend that you choose the license, *“Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License*. *”*. According to CreativeCommons.org, “This license lets other remix, tweak, and build upon your work non-commercially, as long as they credit you and license their new creations under the identical terms”.

Please provide the following information.

|  |  |
| --- | --- |
| **Your name:** |  |
| **Your institution:** |  |
| **Your email address:** |  |
| **Submission date:** |  |
| **The title of your dataset:** |  |
| ***If applicable*, dataset owner’s full name, email address and website address:** |  |
| ***If applicable*, source URL if the dataset is already publicly available:** |  |
| **Dataset keywords or phrases (minimum of 3, maximum of 6):** | 1.  2.  3.  4.  5.  6. |
| **Permission category (check all that apply):** | \_\_ Publicly available dataset  \_\_ HIPAA-compliant de-identified dataset (See Note 1 below.) |
| **Please answer yes or no to each statement:** | 1. This dataset may be freely downloaded and utilized for non-profit educational purposes in its current form.  \_\_\_\_\_ Yes \_\_\_\_\_\_ No  2. I have obtained permission from the original owner of this dataset.  \_\_\_\_\_ Yes \_\_\_\_\_\_ No  3. The data have been de-identified in accordance with HIPAA regulations. (See Note 1 below.)  \_\_\_\_\_ Yes \_\_\_\_\_\_ No |
| **Filename for your dataset introduction (see Dataset Introduction Template provided):** |  |
| **Filename for your data dictionary (see Data Dictionary Template provided):** |  |
| **Filename for your dataset in Excel spreadsheet format (see Note 2)** |  |
| **Filename(s) for your dataset in other formats (see Note 2)** |  |
| **Are you also submitting any associated teaching resources at this time?** | \_\_\_\_\_ Yes \_\_\_\_\_ No |
| **Have you included a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 Internatnional License in the Dataset Introduction?** | \_\_\_\_\_ Yes \_\_\_\_\_ No |

**Note 1**:   
For additional information on Health Information Privacy, please read:  
<http://www.hhs.gov/hipaa/for-professionals/privacy/special-topics/de-identification/index.html#safeharborguidance>

**Note 2**:   
Please submit your dataset in at least two formats:

1. Excel spreadsheet format, REQUIRED (.csv, .xls, .xlsx), ***and***
2. At least one of the following, CHOOSE: SAS (.sas7bdat, .xpt), R (.Rdata), Stata (.dta), SPSS (.sav), and/or Minitab (.mtw).