Approval of Data Usage Application

(For use by Faculty and Academic Advisors)

● When one of your students who has registered you as his/her academic advisor submits an application for data use, the following e-mail will be sent to the address you registered. Please log in SSJDA Direct and check the contents.

This is a message from the Center for Social Research and Data Archives at the Institute of Social Science, the University of Tokyo.

Thank you for using our Data Archives.

We have received the following application from a student.

• User name: SSJDA-UGrad

• Application date: 2016/02/01

• Purpose for Use: Research

• Data: PSID, Japanese Life Course Panel Surveys for the Youth (JLPS-Y) wave 1 kibon data, 2007

SSJ Data Archives requires that graduate and undergraduate students obtain approval of their faculty advisor in order to use our Archives.

Please use the following procedure to approve or reject students’ requests for approval.

1) Open https://ssida.iss.u-tokyo.ac.jp/Direct/ and login with your ID and password.

2) Click on the number of applications waiting for approval in the upper left of the screen.

3) When “List of Data Pending Faculty Approval” appears, click on “Details”, then click on the “Approve” button next to each application in order to approve.

Thank you for your assistance.

*If you have any questions, please feel free to contact us at any time at: ssida@iss.u-tokyo.ac.jp

● Click on the number next to “Number of applications waiting for approval” on the top of User Page.
Click on the “Details” button. The details of data pending faculty approval screen appears.

- Check whether the research plan was written in 100-200 words.
- When your student is an undergraduate student, please check whether s/he accurately write about when and where to submit her/his thesis. If s/he applied for other purpose, please check the purpose of data use.

Press “Approve” or “Reject” button. After a confirmation message appears, click on “Yes” to confirm.
The following screen is displayed.

Application number 8123 has been approved.

After you approve the application, SSJDA and the depositing institution check its contents. Data provision will be after their approvals.