

Registering Usage Output Reports

- When you published secondary analysis papers, please register them from SSJDA Direct. After logging in, click on “Register Usage Output.”

The screenshot shows the SSJDA Direct user interface. At the top left is the SSJDA Direct logo (Social Science Japan Data Archive). At the top right, there is a link for 'Japanese' and the affiliation 'Center for Social Research and Data Archives, Institute of Social Science, The University of Tokyo'. Below the header, the user is logged in as 'SSJDA-Faculty'. A navigation bar contains buttons for 'Change User Information', 'Change Password', 'Usage Application', 'Register Usage Output' (circled in blue), 'Output Search', 'Log Out', and 'User's Manual'. Below this bar, a blue banner indicates 'Applications waiting for approval' with a count of 1. A list of applications follows, with a total of 8 items. The first application is shown in a table below.

Number of applications waiting for approval : 1

* Press the "details" button to access the Details of Application for Use page.
 * Please submit Usage Reports from the Details of Application for Use page.
 * If data is downloaded for educational purposes, the Usage Period is one year.
 * For students, the Period of Use expires on 3/31 of the fiscal year of application (e.g., FY 2014 runs from 4/2014 to 3/2015).

<< < 1 > >> Total: 8

Application No.	Application Date	Purpose	Survey Title	Status	Deadline for submitting usage report	
8126	01/Feb/2016	Research	Dai 16 kai toumensuru kigyo keiei kadai ni kansuru jittai chosa (keiei toppu, jinji bumon muke), 1994	In Use	01/Feb/2017	Details

- Fill in the necessary fields and select the datasets which you used.
 - Author Name: If there are collaborators, enter each collaborator's name separated by commas.
 - * All authors are required to be approved to use data by SSJDA. If any (co-)author who is not permitted is included in authors, it is a distribution to a third party.**
 - Title: Enter the title of papers or books.
 - Title of Journal or Publication, Publisher name, etc.: Enter the conference title if the output is presented in a conference.

[User Page](#) > Register Usage Output

SSJDA-Faculty

Date of Output was Registered	01/Feb/2016	Date Output Received	-
# Author Name *1	SSJDA-Faculty		
# Title	Social Mobility in Japan		
# Title of Journal or Publication, Publisher name, etc.	Tokyo University Press		
# Total Pages (Page Numbers) *2	250p		
# Year and Month of Presentation	Feb / 2016		
Remarks *3			

*1 If there are collaborators, enter each collaborator's name separated by commas.
 *2 For books, enter the total number of pages. For journals enter the starting and ending page numbers of the article.
 *3 For output reports which are published on the Internet, enter the URL.
 *4 Registered information of the output may be modified, based on contents of the output sent to SSJDA.

- Select the data used in the above output report from the following list. Click on the survey number to display a description of the data. -

# List of Data			
Use	Survey No.	Survey Title	Depositing Institution
<input checked="" type="checkbox"/>	0764	Social Stratification and Social Mobility Survey, 2005	2015 SSM Survey Management Committee
<input type="checkbox"/>	0001	Shinki gakusotsusha (chusotsu) rodo shijo chosa, 1953	Institute of Social Science, The University of Tokyo
<input type="checkbox"/>	0054	Dai 16 kai toumensuru kigyo keiei kadai ni kansuru jittai chosa (keiei toppu, jinji bumon muke), 1994	Japan Management Association (JMA)
<input type="checkbox"/>	PY010	Japanese Life Course Panel Surveys for the Youth (JLPS-Y) wave 1 kihon deta, 2007	Japanese Life Course Panel Surveys (JLPS) project, Institute of Social Science, The University of Tokyo

***Please send copies of each of the above output reports to the following address as soon as possible.**
 *This page provides information about the number of copies you should send to SSJDA.
 SSJ Data Archive Center for Social Research and Data Archives, Institute of Social Science,
 The University of Tokyo 7-3-1, Hongo, Bunkyo-ku, Tokyo, 113-0033, Japan

- Confirm the contents and click on “Apply” button.
- Registering usage outputs does not mean the data usage report. When the status of the data you applied for has not been “Completed”, please apply the data usage report after expiration of data usage period.

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[SSJDA-Faculty](#)

– Confirm that all the following information is correct. –

Date of Output was Registered	01/Feb/2016	Date Output Received	-
Author Name	SSJDA-Faculty		
Title	Social Mobility in Japan		
Title of Journal or Publication, Publisher name, etc.	Tokyo University Press		
Total Pages (Page Numbers)	250p		
Year and Month of Presentation	Feb/2016		
Remarks	-		

* Click on the survey number to display a description of the data.

– List of Data used in the above output report –

Survey No.	Survey Title	Depositing Institution
0764	Social Stratification and Social Mobility Survey, 2005	2015 SSM Survey Management Committee

***For all users who use datasets with a limited period of use, Usage Reports are required.**

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- The following screen is displayed after registering the output.

Output report no. 2048 has been registered.

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- In “List of Usage Output” on the bottom of User Page, the usage output you registered is displayed.

* Press the "Details" button to access the Usage Output Details page.

<< < 1 > >> Total: 1

- List of Usage Output -				
Output report no.	Registration Date	Author Name	Title	
2048	01/Feb/2016	SSJDA-Faculty	Social Mobility in Japan	Details

<< < 1 > >> Total: 1

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- Once online registration is complete, please submit the required number of copies of registered publications and presentations by postal mail to SSJDA. After we receive copies of registered publications, an e-mail with the title “SSJDA: Notice of Receiving Your Research Output” will be sent to the e-mail address you registered.

This is a message from the SSJ Data Archive office of 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 received the following research output. Thank you for sending copies to SSJDA.

- Thesis No : 2048
- Auther Name : SSJDA-Faculty
- Thesis Name : Social Mobility in Japan