Scholars Portal Dataverse: New Joiner Details

Please complete this form and return to Rebecca Dickson ([cdsn@coppul.ca](mailto:cdsn@coppul.ca)).

# A. Overview

**Institution name in English and French (if bilingual):**

**Join date:**

# B. Contact Details

## 1. Dataverse Administrator Account(s)

Contact(s) to be added as Administrator(s) for your institutional Dataverse. Administrators have full permissions to add, edit, and remove user access to your Dataverse. These contact(s) first need to [create accounts](https://dataverse.scholarsportal.info/dataverseuser.xhtml?editMode=CREATE), then provide their username(s) below.

**Username:**

**Username:**

**Username:**

## 2. Dataverse Support List Contacts

Email addresses for individual institutional Dataverse contacts, which will be added to the Dataverse Support email list. If there is a primary contact person, please identify them by checking the box.

|  |  |
| --- | --- |
|  | **Primary**  **contact** |
| **Email:**  **Email:**  **Email:**  **Email:** |  |

## 3. Invoicing and Administration Contacts

Payment contact(s) and administration contact(s) for COPPUL. COPPUL will receive an invoice from Scholars Portal, and invoice participating schools directly using this contact information.

**Payment/Invoicing:**

**Administration:**

# C. Institution Details

## 1. CRKN tier or Student FTE:

If your institution has a CRKN band, per <https://www.crkn-rcdr.ca/en/banding-system>, please provide it here. If your institution does not have a CRKN band, please provide your student FTE.

## 2. Link to institution logo:

To be used for branding your institutional Dataverse. Alternatively, an image file can be emailed directly to [dataverse@scholarsportal.info](mailto:dataverse@scholarsportal.info).

## 3. Institutional RDM contact email:

This will be added to the documentation at <https://learn.scholarsportal.info/all-guides/dataverse/help/>. May be an individual, if preferred.

## 4. Campus IP Ranges for creating IP groups:

## 5. Email domains used by the institution:

If subdomains are used (e.g, mail.utoronto.ca), we only need the primary domain (e.g. utoronto.ca).

## 6. The preferred ‘alias’ for the institutional Dataverse:

This will be included in the Dataverse URL. E.g., ‘toronto’ for the University of Toronto, which appears as <https://dataverse.scholarsportal.info/dataverse/toronto>