



DEVELOPMENT DATA LIBRARY (DDL): SUBMISSION FORM

USAID staff, as well as contractors, and recipients of USAID assistance awards (e.g. grants and cooperative agreements) in accordance with the terms and conditions of their awards must submit Datasets to the Development Data Library (DDL).

For questions about USAID's open data policy, [Automated Directives System \(ADS\) 579 – USAID Development Data](#), please consult our [Frequently Asked Questions](#). We also invite you to post general questions on [StackExchange](#) and technical or bug-related questions on [GitHub](#) so that we can provide a response for public benefit. You are also welcome to [email USAID's open data team](#).

Please provide the following to register your dataset with the DDL. Upon submitting this form, you will be contacted by our staff with additional instructions for transmitting the dataset.

Please do not submit classified data or data containing personally identifiable information, such as social security numbers, home addresses, and dates of birth. Such information must be removed prior to submission.

Datasets must be submitted in machine-readable, non-proprietary formats such as .csv or .xml.

USER REGISTRATION

Last Name *

Last name of the person submitting the data.

First Name *

First name of the person submitting the data.

Organization *

The name of the organization receiving the prime award.

USAID Operating Unit *

Afghanistan
Africa - East Regional
Africa - South Regional
Africa - West Regional

The name of the USAID operating unit funding the data.

Award Number *

The award number under which the data was created or collected (e.g. HFP-C-00-01-00002).

Task Order

The sub-award or task order number of the prime award under which the data was created or collected.

Work Email *

Official work email address of the person submitting the data.

Alternative Email

Alternative email address of the person submitting the data.

COR/AOR Name *

Name of the Contracting Officer's Representative or Agreement Officer's Representative assigned to the award.

COR/AOR Email *

Email address of the Contracting Officer's Representative or Agreement Officer's Representative.

USAID Alternative Contact Name *

Name of an alternative contact at USAID who can verify your relationship with USAID.

USAID Alternative Contact Email *

Email address of an alternative contact at USAID who can verify your relationship with USAID.

METADATA

Title *

The title of the dataset should be brief, descriptive and understandable. It should be in plain English and include enough detail to enable others to search for and locate the dataset. For example, "Baseline survey for an agriculture/nutrition project in three regions of Ethiopia as part of the Feed the Future initiative."

Description *

The description of the dataset should supplement the title by providing additional information about the dataset to enable a potential user to determine the relevance of the dataset to his/her particular interest. The description should be understandable to an average person.

Program Code *

- ☐ 184:000 Primary Program Not Available
- ☐ 184:001 Counter-Terrorism
- ☐ 184:002 Combating Weapons of Mass Destruction (WMD)
- ☐ 184:003 Stabilization Operations and Security Sector Reform
- ☐ 184:004 Counter-Narcotics
- ☐ 184:005 Transnational Crime
- ☐ 184:006 Conflict Mitigation
- ☐ 184:007 Rule of Law and Human Rights
- ☐ 184:008 Good Governance
- ☐ 184:009 Political Competition and Consensus-Building
- ☐ 184:010 Civil Society
- ☐ 184:011 HIV/AIDS
- ☐ 184:012 Tuberculosis
- ☐ 184:013 Malaria
- ☐ 184:014 Pandemic Influenza and Other Emerging Threats (PIOET)
- ☐ 184:015 Other Public Health Threats
- ☐ 184:016 Maternal and Child Health
- ☐ 184:017 Family Planning and Reproductive Health
- ☐ 184:018 Water Supply and Sanitation
- ☐ 184:019 Nutrition
- ☐ 184:020 Basic Education
- ☐ 184:021 Higher Education
- ☐ 184:022 Policies, Regulations, and Systems
- ☐ 184:023 Social Services
- ☐ 184:024 Social Assistance
- ☐ 184:025 Macroeconomic Foundations for Growth
- ☐ 184:026 Trade and Investment
- ☐ 184:027 Financial Sector
- ☐ 184:028 Infrastructure
- ☐ 184:029 Agriculture
- ☐ 184:030 Private Sector Competitiveness
- ☐ 184:031 Economic Opportunity
- ☐ 184:032 Environment
- ☐ 184:033 Protection, Assistance, and Solutions
- ☐ 184:034 Disaster Readiness

- ☐ 184:035 Migration Management
- ☐ 184:036 Direct Administrative Costs
- ☐ 184:037 Monitoring and Evaluation

The program codes correspond to those in the [Federal Program Inventory](#). Check all of those that apply to this dataset.

Crosscutting Themes

- ☐ Budget and Finance
- ☐ Gender Equality
- ☐ Geospatial

Please select predominant, crosscutting themes that apply to this dataset. For themes not listed here, please use the "Tags (Keywords)" field below.

Initiatives

- ☐ Acting on the Call: Ending Preventable Child and Maternal Deaths
- ☐ Feed the Future
- ☐ Global Climate Change
- ☐ Let Girls Learn
- ☐ Power Africa
- ☐ President's Emergency Plan for AIDS Relief (PEPFAR)
- ☐ President's Malaria Initiative (PMI)
- ☐ Trade Africa
- ☐ USAID Forward
- ☐ Young African Leaders Initiative (YALI)

Please indicate all initiatives to which this dataset applies.

Federally Funded Research *

- ☐ Yes
- ☐ No

Please indicate whether this submission supports research arising from Federal funds, including results published in peer-reviewed scholarly publications.

Human Subjects Research *

- ☐ Yes
- ☐ No

Please indicate whether this dataset contains information on human research subjects as defined in [ADS 200](#).

Tags (Keywords) *

Select keywords (known as tags) to help users find datasets relevant to their interests. Enter as many keywords as you like, separated by commas. Keywords may consist of more than one word; for example, "nutrition survey".

Creation/Collection Date *

Month

Day

Year

This is the date corresponding to the date the dataset was first created. Value must be today's date or up to ten years prior.

Date of Last Update *

Month

Day

Year

Most recent date on which the dataset was changed, updated or modified. Value must be today's date or up to ten years prior.

Temporal-Start

Month

Day

Year

This is the start date of the applicability of the dataset. For example, data collection that began July 1, 2012 for a survey or census would have a temporal start of July 1, 2012. Value can be today's date or up to ten years before or after.

Temporal-End

Month

Day

Year

This is the end date of the applicability of the dataset. For example, data collection that ended December 31, 2012 for a survey or census would have a temporal end of December 31, 2012. Value can be today's date or up to ten years before or after.

Restricted Information *

- ☐ Yes
- ☐ No

Does this submission contain classified or personally identifiable information, such as social security numbers, home addresses, or dates of birth?

Proposed Access Level *

Public - Dataset is or could be made publicly available to all without restrictions. For the "Public" access level, Operating Units may also document technical or resource barriers to increasing access to this Dataset. **Restricted Public:** [Dataset] is available under certain use restrictions. One example, among many, is a [Dataset] that can only be made available to select researchers under certain conditions, because the Dataset contains sufficient granularity or linkages that make it possible to re-identify individuals, even though the Dataset is stripped of Personally Identifiable Information (PII). This category includes some but not all Datasets designated as Controlled Unclassified Information (CUI), consistent with Executive Order 13556. **Non-Public:** Dataset is not available to members of the public. This category includes Datasets that are only available for internal use by the Federal Government, such as by a single program, single agency, or across multiple agencies. This category might include some but not all Datasets designated as Controlled Unclassified Information (CUI), consistent with Executive Order 13556. Some non-public Datasets may still potentially be available to other intra-agency Operating Units and/or other government agencies, as discussed in OMB Memorandum M-11-02: Sharing Data While Protecting Privacy.

Rationale for "Restricted Public" or "Non-Public" Access Level

- ☐ Public disclosure threatens national security interests
- ☐ Public disclosure is likely to jeopardize the personal safety of U.S. personnel or recipients of U.S. resources
- ☐ Public disclosure would interfere with USAID's ability to effectively discharge its ongoing responsibilities in foreign assistance activities
- ☐ There are legal constraints on the disclosure of business or proprietary information of non-governmental organizations, contractors, or private sector clients
- ☐ Laws or regulations of a recipient country apply to a bilateral agreement and restrict access to information

If you are proposing an access level of Restricted-Public or Non-Public, please check the appropriate justifications above.

Access Level Comment

Please provide any additional details in support of your proposed access level, if "Restricted Public" or "Non-Public." Please also include proposed conditions for granting public access to a restricted file.

Data Quality *


- ☐ True
- ☐ False

Please indicate whether this data meets USAID's quality standards, such as those outlined for performance monitoring data in [ADS 203.3.11](#).

Data Quality Notes

Please describe any known issues with the quality of this data.

Embargo Date Request



Please enter the earliest date on which you would like this data to be released. Value can be up to three years after today's date.

Embargo Rationale

Please provide a rationale for your embargo request.

Access URL

If the data is already stored on the USAID web site or external web site, enter the URL providing direct access to the downloadable dataset (the location of the file containing the data.)

Endpoint (Webservice)

If the data is available through an application programming interface (API) or web service (machine-to-machine data transfer), this is the URL of the API or web service.

Format

Enter the file format or API type of the distribution. A complete list of possible formats can be found at http://en.wikipedia.org/wiki/internet_media_type.

The most common formats for USAID data are: application.xml, text/csv, application/vnd.ms-excel.

Spatial

Enter the range of spatial applicability of a dataset. This could be a place name (e.g. Uttar Pradesh, India) or a geographic location expressed using longitude/latitude pairs. See <http://project-open-data.github.io/schema> for further information.

Data Dictionary

The name of the file containing the data dictionary or the codebook. Other documentation that would facilitate proper use of the data by others can be referenced using the "reference" field below.

Periodicity

How frequently will this dataset be updated (e.g. annually, quarterly, etc.) ?

Landing Page

The alternative landing page is the Agency-hosted "homepage" where the user can find additional contextual information about the dataset or API when selecting this resource from the data.gov user interface.

Language

The language of the dataset. A list of codes that adhere to the RFC 5646 standard can be found at <http://rshida.net/utls/subtags>. The language for most USAID datasets is English (EN).

References

Please provide the web address where related documents may be found, such as technical information about a dataset, developer documentation, focus group notes, etc. Separate multiple web addresses with a comma.

Resource Description

Please describe the overarching program, project, or partnership under which the data was produced.

Submit

Last updated: March 09, 2015