



Newletter Mailing List

Researchers involved in or interested in MacaqueNet, including data users, data contributors & management team. All consortium members are subscribed to the Newsletter mailing list.

Data Users

Researchers who have submitted a data request and are utilising data from the MacaqueNet database.

Data Contributors

Researchers who have contributed one or more datasets to the MacaqueNet database.

MANAGEMENT TEAM

Community Managers

Manage all tasks related to the MacaqueNet consortium & all communications.

- Macaela Skelton
- Delphine De Moor

MacaqueNet Directors

Oversee the overall structure & management of MacaqueNet.

- Lauren Brent
- Julie Duboscq
- Delphine De Moor
- Christof Neumann

Database Managers

Manage all tasks related to the MacaqueNet database.

- Delphine De Moor
- Christof Neumann

Advisory Board

Members provide advice and support on data requests, contributions, new data type requests, and other relevant matters within their expertise, upon request.

Current Members:

- Julia Ostner
- Oliver Schülke
- Marine Joly
- Cesar Rodriguez del Castillo

MAIN TASKS

Respond to email queries (as & when).

e.g. about your data contribution, request, or database branch proposal.

Read newsletter (every 6 months).

Symposia + Public Consortium Meeting (every 2 years).

Attend (with potential to present).
Provide feedback & input in MacaqueNet decisions.

Deal with data requests (see *data request workflow*) (check [form](#) every Monday).

Deal with data contributions (see *data contribution workflow*) (check [form](#) monthly).

Deal with requests for new data types (see *requests for new data types workflow*) (check [form](#) weekly).

Emails (check every Monday).

Request new data from existing contributors (annually - Sep).

Website (check every 3 months).

Add/edit content in [macaque.net.github.io](#) github repository.

Newsletter (every 6 months - Apr & Oct).

Write new issue & send to [mailing list](#).

Google Forms ([newsletter](#) - check every 6 months & requests/contributions/proposals - check every Monday).

Symposia + Public Consortium Meeting (every 2 years).

Planning - work with MacaqueNet directors.
Minutes.

Management Meetings (every 2 months).

Planning - send email reminder (1 week before).
Minutes.

Deal with data requests (see *data request workflow*) (as & when).

Deal with data contributions (see *data contribution workflow*) (as & when).

Deal with requests for new data types (see *requests for new data types workflow*) (as & when).

Update documentation in database, socialdiversitydata & database_internal repositories: Incl. [terms of use](#), [glossary](#), [relational database schema](#), [search tool](#) (check every 3 months).

Tell **community manager** when changes made, so they can update the website (as & when).

Symposia + Public Consortium Meeting (every 2 years).

Attend.

Management Meetings (every 2 months).

Attend.

Respond to email queries (as & when).

Advise on tasks within expertise.

Symposia + Public Consortium Meeting (every 2 years).

Provide input on strategic decisions.
Student reps: Represent student views.

Management Meetings (every 2 months - attendance only required if requested).
Advise on data requests, data contributions & requests for new data types.

Management Meetings (every 2 months)

Attend.

Symposia + Public Consortium Meeting (every 2 years).

Instigate & lead planning - delegate tasks to community managers.
Chair sessions.

Deal with funding initiatives (annually).

Grant applications/renewals.
Progress reports.

Coordinate information-sharing (as & when).

Between database & community managers.

Approve major changes (as & when).

To consortium/database structure & management.

Ensure adherence to FAIR principles (always).

MAIN WORKFLOWS

Workflow steps are colour-coded to show team responsible: **Green** = Community managers | **Brown** = Database managers | **Purple** = All (Directors, Communications & Database Managers)

1. DATA CONTRIBUTIONS

a) Data submission

1. Check MacaqueNet email for new data contribution submissions (every Monday).
2. Initial checks that data is submitted in correct format. If needed, consult **database managers** & **MacaqueNet directors** (plus relevant **advisory board** member if needed) (Within 2 weeks of form submission).
3. Share contribution info with **MacaqueNet directors**, **community managers** & **database managers** during the next 2-monthly management meeting (Within 2 months of form submission).
4. Email data contributor confirming if data suitable or not. If suitable, ask for permission to share metadata/data using [email template](#) in database GitHub repository: 'workflow/MacaqueNet data contribution emails'. Inform contributor that once imported, dataset will appear in [search tool](#) on website (within 4 weeks of form submission).
5. [Store data](#) in MacaqueNet Google Drive: 'Data Contributions' in a subfolder using the format 'species_leadresearcher'.
6. Add 'info_from_emails.docx' file to 'species_leadresearcher' folder with info on all data contributors (full names, emails & up-to-date institutions) & other useful info shared over email.
7. Add dataset to the [issues task list](#) in socialdiversitydata on GitHub. Name issue using 'species_leadresearcher' format & add 'to import' label.
8. Tell **database manager** there is new data contribution.
9. **Data importing**
10. Choose dataset with 'to import' label from GitHub [issues task list](#) in socialdiversitydata repository.
11. Identify issues/questions for dataset & add these as comment to existing GitHub issue.
12. Tell **community managers** that issues have been identified.
13. Email data contributor with questions from GitHub issue using [email template](#) in database repository: 'workflow/MacaqueNet data contribution emails'.
14. Tell **database managers** once all issues are resolved.
15. Choose a dataset from issues task list to import. Move data files from Google Drive to socialdiversitydata GitHub repository: 'data-raw/original_data_files' in a subfolder using the format 'species_leadresearcher'.
16. Standardize & import dataset (For instructions, see "[data importing Rmd](#)" in socialdiversitydata repository: 'vignettes'). If new issues arise during import, go back to step 2.
17. Once imported, remove 'species_leadresearcher' folder from MacaqueNet Google Drive: 'Data Contributions'.
18. update [MacaqueNet search tool](#) to include new data contribution in database_internal repository. Check the search tool has updated correctly on the [website](#).
19. Add research site acknowledgements to the file 'MacaqueNet research sites acknowledgements Rmd' in the public database repository.
20. Tell **community managers** that new dataset added & search tool is updated.

2. DATA REQUESTS

a) Data request

1. Check MacaqueNet email for new data request submissions (every Monday).
2. Initial checks that request form includes all requested information, including detailed proposal with title (Within 2 weeks of form submission).
3. Share request with **MacaqueNet directors**, **community managers** & **database managers** via the [macaque.net@gmail.com](#) email (Within 2 weeks of form submission).
4. Review new request & respond to email with questions & concerns e.g. Does request have enough info? Does it overlap with existing projects? (within 2 weeks of receiving email).
 - a. If management team does not respond, approve data request ([link to step 4](#)).
 - b. If questions are raised, email requester explaining that we will discuss request during next 2-monthly management meeting (within 4 weeks of form submission).
 - c. If needed, email relevant **advisory board** member & invite to meeting (within 4 weeks of form submission).
5. Discuss request with **MacaqueNet directors**, **community managers** & **database managers** (plus **advisory board** member if needed) during next 2-monthly management meeting (Within 2 months of form submission).
 - a. If all questions resolved, approve data request ([link to step 4](#)) (within 1 week post 2-monthly management meeting).
 - b. If further info needed, email requester questions/comments (within 1 week post 2-monthly management meeting).
6. Once necessary info provided, email data requester to a) approve request, b) ask if they have a deadline for receiving requested data & c) check if they want to adapt their title/proposal from request form & request missing team information (names, emails, institutions, socials) for project page on MacaqueNet website (Within 4 weeks of form submission).
7. Add request to [MacaqueNet data request log](#) in database repository - update sheet to reflect request status (as & when).
8. Establish contact between data user & contributor using [email template](#) in public database repository: 'workflow/MacaqueNet data request emails'. If applicable, include deadline provided by data requester (within 4 weeks of receiving request form).
9. Create project page for website in [MacaqueNet github.io](#) repository.
10. Enter data contributor [permissions](#) to share data for the project into socialdiversity repository: 'inst/extdata/_db/project_data.csv'.
11. Add request to the [issues task list](#) in socialdiversitydata on GitHub. Name issue using 'leadresearcher_projectname' format & add 'data request' label.
12. Once all contributor responses received, tell **database manager** about new data request.
13. **Data extraction**
14. Choose task with "data request" label from GitHub [issues task list](#) in socialdiversitydata repository.
15. Extract datasets with permission to share into a zip folder (for instructions, see "[data sharing Rmd](#)" vignette in socialdiversitydata repository: 'vignettes').
16. [Store zip](#) in database_internal repository: 'data requests/project folder'. Use the project title as folder name.
17. Tell **community manager** data extraction complete.
18. **Data sharing**
19. Send zip file to data user using [email template](#) in public database repository: 'workflow/MacaqueNet data request emails'.
20. Update consortium members about new project & manuscripts via newsletter & news page of website.
21. Add resulting manuscripts to public database repository in [manuscripts](#) folder.

3. REQUEST FOR NEW DATA TYPES

a) New Data Type Request

1. Check MacaqueNet email for new data type request submissions (every Monday).
2. Initial checks that request form includes all requested information, including detailed proposal with title (Within 2 weeks of receiving form).
3. Email requester explaining their form will be reviewed during the next 2-monthly management meeting (Within 2 weeks of receiving form).

b) Management Team Review

4. Share request with **MacaqueNet directors**, **community managers** & **database managers** via the [macaque.net@gmail.com](#) email. If needed, email relevant **advisory board** member (Within 2 weeks of form submission).
5. Discuss request with **MacaqueNet directors**, **community managers** & **database managers** (plus **advisory board** member if needed) during next 2-monthly management meeting: Decide if data type would add value to the database at present e.g. Will it benefit many members? How feasible is it to a) standardize and b) incorporate with existing behavioural data? (Within 2 months of form submission).
6. Once a decision has been made, add request to "MacaqueNet new data type requests" sheet in database repository - update sheet to reflect request status (Within 2 months of form submission).
7. Email the requester and inform them of the next steps (workflow C1 [or](#) C2).

If management team decides it would be beneficial & feasible to implement the new data type into the database, follow the "C1) Add Database Branch" workflow:

If management team decides it is not currently feasible to add the new data type to the database, follow the "C2) Treat As A Standalone Request" workflow:

8. **c1) Add Database Branch**
9. Check the Google form to see if the requester ticked "yes" or "no" to helping the management team acquire, standardize and import the new data type into a new branch of the database.
10. Email data requester using [email template](#) in public database repository: 'workflow/MacaqueNet new data type request emails'. Remember to edit template depending on result of [step 8](#).
11. Agree roles and responsibilities with requester.
12. Follow the general workflow for "**data contributions**" (adjusting steps where needed to clearly and efficiently incorporate the new data type into the database).

The full process for building a new database branch for the new data type will depend on many factors e.g. how much involvement the requester has, the type or amount of data requested. Timeframe of data acquisition, standardization and import will vary.

9. **c2) Treat As A Standalone Request**
10. Email data requester: a) Inform them that at the present time, we are unable to add the data type to the database, but we will put them in direct contact with the MacaqueNet consortium; b) ask if they have a deadline for receiving requested data & c) check if they want to adapt their title/proposal from request form & request missing team information (names, emails, institutions, socials).
11. Establish contact between data user & contributor using [email template](#) in public database repository: 'workflow/MacaqueNet new data type request emails'. If applicable, include deadline provided by data requester (within 4 weeks of receiving request form).

At this point, the management team is no longer involved in the request (unless the requester or MacaqueNet members reach out with questions related to the initial request), and it is up to the requester and the MacaqueNet members to decide whether data are appropriate and agree usage terms.