Guidance Document for SCTLD DataOne Portal Deliverable

Questions? Please contact the SCTLD DataOne Curator: Lisa May (lisa.may@noaa.gov)

The SCTLD DataOne Portal is a publicly accessible and searchable inventory of existing SCTLD information related to research, surveillance, and intervention activities conducted for each susceptible species.

To submit metadata, data and documents to the Portal, please sign in with DataOne on the SCTLD Portal page (https://sctld.dataone.org/data) using an Open Researcher and Contributor ID (ORCID) number and password. If you do not have an ORCID, you may create one here: https://orcid.org/

Before June 15th, the following information must be uploaded into the SCTLD DataOne Portal to fulfill Task 1: Reporting deliverables. You do not need to submit this document to DEP – simply include a DataOne URL for deliverable review. Uploading your metadata should be a simple process of copying and pasting from your SOW, QA Plan, and Final Report if factored in during document development.

If a Principal Investigator wants someone else to enter new or modify existing project metadata, please follow instructions at the end of this document.

***Once metadata has been submitted to the SCTLD DataOne Portal, please notify the SCTLD DataOne curator** (Lisa May, lisa.may@noaa.gov).*

Relevant information to be uploaded will include:

FILES

- Location (http link) of all raw data files hosted in a permanent and online accessible location (NCBI / or similar database identifier if available).
- Raw data files that are not on a permanent server should be uploaded to DataOne repository. For extremely large files (more than 1TB), such as 'omics data, use the scientific discipline specific data archive standard (NCBI, EMBL, or similar). Smaller derived datasets can be uploaded to DataOne.
- 508-compliant Final Report
- Any project associated journal articles
- Any other files you believe would be useful to the wider community.

OVERVIEW

- Project
- Title
- Abstract / Executive summary (500 words max):
- Keywords: Please refer to list below, or add any unique keywords. Note - All projects for the SCTLD DataOne portal should include these two keywords at minimum: SCTLD, coral disease
- Funding source - Florida Department of Environmental Protection and any supplemental funding associated with this project
- Publication date - metadata publication date
- Any alternative dataset identifiers - Florida Department of Environmental Protection Award Number, doi, etc

PEOPLE

- Principal Investigator(s) Name(s)
- Organization(s)
- Organization address(es)
- Email(s)
- ORCID #(s)

DATES

- Project begin and end dates

LOCATIONS

- **For Field experiments:** include Lat and long of any sampling sites. This must be in degree decimal format and ideally should be in a table in the methods section of any report or publication, so that it is easy to find.
- **For lab-based studies or studies without discrete sampling sites**: a generic Florida descriptor can be used: -87.6347, 24.514909; -80.032576, 31.000809

TAXA

- **List of all species studied:** Ideally this should be included as a table in the methods section of any report or publication. There will be a drop-down menu in the Portal for adding species, so that this task is not so cumbersome.

METHODS

The level of detail required for this section of metadata should be dictated by the availability of detailed methods in documents that can be properly referenced or uploaded with the metadata record. If there is no detailed and published information detailing the methods, that information can be captured in the metadata.

- A list of stepwise procedures conducted (do not include information about sampling here).

    EXAMPLE: Step 1: DNA extraction

                            Step 2: Sequencing

                            Step 3: Metagenome analysis

- Description of sampling area, sampling frequency, how sites were chosen, and how living organisms were sampled.
- Description of sampling procedures as written as a methods section of a journal article.

LIST OF KEYWORDS

To ensure consistency across different projects, please copy and paste keywords from this list. If necessary, Keywords not included in this list can be added to the metadata record.

algae bacteria

ballast water

disease susceptibility

electron microscopy

endolythic

community

endosymbiont

epidemiology etiology

eukaryotes

eutrophication field

experiment

fluorescence

fungi genomics

growth anomaly

histology human

impacts immune

system immunity

interventions Koch's

postulates laboratory

experiment

metabolomics

bioindicators

bleaching coral

host

metagenomics

metatranscriptomics

microbes

microbiome

microorganisms

monitoring mucus

nitrogen nutrients

omics pathology pH

phosphorus

pollution

population study

predation

prokaryote

propagation

proteomics

protist rescue

culturing

cyanobacteria

disease resistance

salinity

sediment single

nucleotide

polymorphism

skeleton

surrogate system

symbiont

symbiosome

temperature

tissue tissue

loss toxin

transcriptomics

transmission

turbidity

vectors virus

virus-like particle

water column

ADD EDITING PRIVILEGES

If a Principal Investigator wants someone else to enter new or modify existing project metadata, here are the steps to follow:

1. Ensure that the new editor has signed into SCTLD at least once with their ORCID, so that they are registered in the system
2. Have the PI log in to SCTLD and Edit their dataset. There they will find a Share button at the top of their file list:

3. Click the Share button to open the sharing panel. They can then authorize the new editor to modify their dataset.
4. Save the dataset.

The PI should also add the new editor in the People section if they are a contributor that should be credited, like when a PI would add someone as an author to a publication.