


NGEE-Tropics Metadata Template

This template can be used to prepare your data package metadata for submission to the NGEЕ-Tropics archive. We recommend completing this template and following the included guidelines to streamline the dataset review and approval process.

To collaborate in Google Docs, you can make a copy of the [Offline Metadata Template](#) (File > Make a Copy) and share with your team members.

Please reach out to the NGEЕ-Tropics Archive team at ngee-tropics-archive@lbl.gov for support.

 : These fields are required.

 : These metadata fields are not required but may be applicable to your data package.

Web Form Metadata Fields	Data Package Metadata
Dataset Name <i>A brief title between 7-20 words long which contains relevant information such as the topic, geographic location, dates, and scale of data. Expand acronyms where possible, if acronyms must be included please define them in the data package description. Abbreviations for dates are okay.</i>	<i>Example: Raw sapflow and soil moisture data from Jan 2016-Apr 2016 in Manaus, Brazil</i>
Data Package Description <i>The abstract should be at least 100 words in length, written in full sentences, and understandable to anyone who has not seen related manuscripts. Include a statement about the purpose for why these data were generated and the research question it is intended to</i>	<i>Example: This data package contains raw output from a data logger connected to 9 sapflow and 5 soil moisture sensors in Manaus, Brazil. The file xxx.dat contains raw data and the metadata file (BR-Ma2_E-fieldlog_20160501.xls) has information on locations where the sensors were installed and other sensor maintenance details. Microsoft Excel will be required to view the metadata files in .xls format. No data processing or QA/QC was done on the raw data packages. Processed data will be uploaded as separate data packages on ESS-DIVE. This research was performed as a part of the NGEЕ</i>

<p><i>answer. A good abstract would provide users with adequate information to determine if the data are useful for their needs. Also include a description of the files and types of files included in the data package, as well as any software required to view/use these files.</i></p>	<p><i>Tropics project, which aims to advance model predictions of tropical forest carbon cycle responses to a changing climate over the 21st Century.</i></p>
<p>Dataset Field Site(s)</p> <p><i>Choose field sites using the drop down menu. If you do not see your field site listed and believe that it should be added, please contact emilyarobles@lbl.gov</i></p>	<p><i>Example: BR-Ma2: Manaus - ZF2 K34</i></p>
<p>Dataset Field Plot(s)</p> <p><i>Choose field plots from the drop down menu, if applicable to your site.</i></p>	
<p>Dataset Author(s)</p> <p><i>The main researchers involved in producing the data. These include authors, owners, originators and principal investigators who should be listed in the citation. At least one author is required. List authors in the order they need to appear in the citation. Choose from the drop down menu, or add a new author by selecting "+Add," then "- Add Collaborator -" Complete the new entry, then hit "Add to Collaborators" to save.</i></p>	
<p>Dataset Originating Institution(s)</p> <p><i>Name of the organization(s) that performed the research or issued the dataset. Separate multiple</i></p>	<p><i>Example: Lawrence Berkeley National Laboratory</i></p>

<p>organizations with a semicolon and a space. Expand all acronyms.</p>	
<p>Dataset Contact</p> <p>Person who should be listed as the contact for the data package for the purposes of the DOI or for users seeking further information for the data. Only one contact is allowed per data package. Choose from the drop down menu, or add a new author by selecting “ - Add Collaborator - ” in the dropdown list. Complete the new entry, then hit “Add to Collaborators” to save.</p>	
<p>Data Variable(s)</p> <p>Measurement variables present in the data package. Choose from the drop down list. To add more than one variable, hit the +Add button. If the variable you need is not listed, contact ngee-tropics-archive@googlegroups.com.</p>	<p>Example: Air Temperature</p>
<p>Start Date</p> <p>Earliest date of data collection included in the data package. Provide in ISO format (YYYY-MM-DD)</p>	<p>YYYY-MM-DD</p>
<p>End Date</p> <p>Last date of data collection included in the data package. Provide in ISO format (YYYY-MM-DD). Leave blank if your data set is open-ended.</p>	<p>YYYY-MM-DD</p>

<p>Status of dataset QA/QC</p> <p>Indicate if any QA/QC has been performed on the dataset. Choices are None, Provisional QA-QC, Final QA-QC.</p>	
<p>Method Description</p> <p>Methods for a dataset should focus on all aspects of dataset production and should be thorough enough for your work to be reproduced. Include descriptions of the experimental design, laboratory and/or field collection methods, source data for synthesis studies, data processing and QA/QC procedures, and known issues or limitations of data where applicable. You can also provide a citation for any methods used that were published previously.</p>	<p>Measurements were made on fully expanded, attached leaves using a Licor 6800 portable photosynthesis system. The irradiance level was systematically adjusted in a decreasing stepwise manner to propagate changes in A, while holding VPDleaf and CO₂s constant. Measurements were taken over 10 irradiance levels from 1500 to 0 $\mu\text{mol m}^{-2} \text{s}^{-1}$ total PAR. For each irradiance level an average of the 5 log points prior to a change in irradiance constituted that measurement.</p>
<p>NGEE Tropics Resources Used?</p> <p>This should be checked if any NGEE Tropics Resources (financial, personnel, etc.) were used to generate the data. If marked yes, the data will be subject to the NGEE Tropics Internal Data Policy. NGEE Tropics Internal Data Policy: 'Private' Datasets that have used NGEE Tropics Resources (financial, personnel etc.) will automatically be set to 'NGEE Tropics' access within 6 months of submission. 'Private and 'NGEE Tropics' datasets that have used NGEE Tropics Resources will be set to 'Public' access within 18 months of submission.</p>	<p>Select Yes or No</p>
<p>Dataset Funding Organization(s)</p>	

<p><i>Identify the agencies and offices that funded the work to generate the dataset. Separate multiple funders with a comma and a space.</i></p>	
<p>Dataset Funding Contract Number(s)</p> <p><i>If applicable, list the numbers of any DOE contract under which the data in the package was funded. If the data were a result of a joint effort between two or more DOE Site/Facility Management Contractors, etc., additional DOE contract numbers may be entered. The 'DE' should not be included as a part of the number.</i></p>	<p>Example: AC0205CH11231</p>
<p>Dataset Acknowledgements</p> <p><i>Acknowledgement that you want the users of this data to include when they use the data (different from citation). Acknowledgements can include relevant DOI or paper(s), and/or funding for the site support. You can also indicate that you prefer to be contacted for acknowledgement text.</i></p>	<p><i>If NGEE Tropics resources (financial, personnel etc.) were used, include the following line: 'Funding for NGEE-Tropics data resources was provided by the U.S. Department of Energy Office of Science, Office of Biological and Environmental Research.'</i></p>
<p>Dataset Reference(s)</p> <p><i>Include the full citations and DOIs of data packages or publications associated with your data package, where users can learn more about the dataset, processing method, or how the data were used.</i></p>	<p>Example: Somebody J. (2018), Sapflow and soil moisture coupling in the Amazon, Journal. doi: xx.xxxx</p>
<p>Additional Information about Dataset Reference(s)</p> <p><i>Brief description of dataset reference (e.g, paper) relevance, relationship with this dataset or other comments.</i></p>	

<p>Dataset Access Level</p> <p><i>Privacy setting for data files once the submitted record is approved. Choices are Public, NGEE Tropics, Private. 'Private' Datasets that have used NGEE Tropics Resources (financial, personnel etc.) will automatically be set to 'NGEE Tropics' access within 6 months of submission. 'Private and 'NGEE Tropics' datasets that have used NGEE Tropics Resources will be set to 'Public' access within 18 months of submission.</i></p>	<p><i>Public: Data and metadata can be viewed and downloaded by anyone.</i></p> <p><i>NGEE Tropics: Metadata can be viewed by anyone. Data files are available for download to NGEE Tropics personnel and collaborators only.</i></p> <p><i>Private: Metadata can be viewed by anyone. Data files are not available for download.</i></p>
<p>Additional Information about Dataset Access</p> <p><i>Provide comments, if necessary regarding data access. Indicate if there are any data usage constraints here. If dataset is not marked as “Public” access, specify a publication date or reasoning for limited access.</i></p>	<p><i>Eg: “NGEE Tropics team access only until related manuscript is published” or “Collaborator requests that data not be made public”</i></p>
<p>Dataset DOI</p> <p><i>This field will be completed by the data team once a DOI has been generated for the public data package. Do not enter anything in this field.</i></p>	