

# GRDI-AMR New Term Request SOP 2.0

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## Introduction

Data standards are living specifications and according to best practices, should evolve over time in order to be fit-for-purpose. To better harmonize information collected in the Canadian Antimicrobial Resistance Genomics Research and Development Initiative (AMR-GRDI) template, pick lists of ontology-based vocabulary have been provided for many of the fields based on real datasets and user requests. These pick lists reflect data needs at a snapshot in time and will need to be updated periodically and version-controlled.

Versioned templates and associated reference guides and SOPs are available at the GRDI-AMR GitHub repository under a MIT Data Use License (unrestricted use).

While ontology look-up services are available online for users to identify additional terms they would like to use, pilot implementations suggest that unrestricted term additions create variability and uncertainty in the specification, as well as unnecessary burden on curators. As a result, a New Term Request System has been put in place so that users can request new fields and terms which will be processed by the Centre for Infectious Disease Genomics and One Health (CODGOH, Simon Fraser University) curation team on an ongoing basis.

If a desired term cannot be found in a pick list, new terms can be requested by guidelines outlined below. Any question about this process should be directed to Dr. Emma Griffiths at [ega12@sfu.ca](mailto:ega12@sfu.ca).

# Specification Issue Requests

When you would like to request new standardized terms for the AMR-GRDI specification, please use one of the following GitHub templates in the table below. You may need to refer to the [GRDI Master-Reference-Guide](#) to help complete your term requests (e.g., to check a field name or if a picklist item already exists).

For guidance and descriptions of term request annotations, refer to [Appendix - A](#)

If you do not currently have a GitHub account, refer to [Appendix - B](#)

Form Label	Request	Link to Request Form
<b>FORM - Specification <u>Field</u> Change Request</b>	Change request/issue with existing field class	<a href="https://github.com/cidgoh/GRDI_AMR_One_Health/issues/new?assignees=&amp;labels=field+request&amp;projects=&amp;template=form---change-field-request.yml&amp;title=CFR%3A+%5Bcurrent+field+label%5D">https://github.com/cidgoh/GRDI_AMR_One_Health/issues/new?assignees=&amp;labels=field+request&amp;projects=&amp;template=form---change-field-request.yml&amp;title=CFR%3A+%5Bcurrent+field+label%5D</a>
<b>FORM - Specification <u>Term</u> Change Request</b>	Change request/issue with existing picklist term	<a href="https://github.com/cidgoh/GRDI_AMR_One_Health/issues/new?assignees=&amp;labels=term+request&amp;projects=&amp;template=form---change-term-request.yml&amp;title=CTR%3A+%5Bcurrent+term+label%5D">https://github.com/cidgoh/GRDI_AMR_One_Health/issues/new?assignees=&amp;labels=term+request&amp;projects=&amp;template=form---change-term-request.yml&amp;title=CTR%3A+%5Bcurrent+term+label%5D</a>
<b>FORM - Specification New <u>Field</u> Request</b>	Request a new field term	<a href="https://github.com/cidgoh/GRDI_AMR_One_Health/issues/new?assignees=&amp;labels=field+request&amp;projects=&amp;template=form---new-field-request.yml&amp;title=NFR%3A+%5Bcurrent+term+label%5D">https://github.com/cidgoh/GRDI_AMR_One_Health/issues/new?assignees=&amp;labels=field+request&amp;projects=&amp;template=form---new-field-request.yml&amp;title=NFR%3A+%5Bcurrent+term+label%5D</a>
<b>FORM - Specification New <u>Term</u> Request - Bulk</b>	Request multiple picklist terms at once	<a href="https://github.com/cidgoh/GRDI_AMR_One_Health/issues/new?assignees=&amp;labels=term+request&amp;projects=&amp;template=form---new-term-request-BULK.yml&amp;title=NTR%3A+%5Bbriefly+describe+bulk+term+request%5D">https://github.com/cidgoh/GRDI_AMR_One_Health/issues/new?assignees=&amp;labels=term+request&amp;projects=&amp;template=form---new-term-request-BULK.yml&amp;title=NTR%3A+%5Bbriefly+describe+bulk+term+request%5D</a>
<b>FORM - Specification New <u>Term</u> Request</b>	Request a new picklist term	<a href="https://github.com/cidgoh/GRDI_AMR_One_Health/issues/new?assignees=&amp;labels=term+request&amp;projects=&amp;template=form---new-term-request.yml&amp;title=NTR%3A+%5Bcurrent+term+label%5D">https://github.com/cidgoh/GRDI_AMR_One_Health/issues/new?assignees=&amp;labels=term+request&amp;projects=&amp;template=form---new-term-request.yml&amp;title=NTR%3A+%5Bcurrent+term+label%5D</a>

**FORM - Specification Field Change Request**  
An issue form for submitting field change requests.

Get started

**FORM - Specification Term Change Request**  
An issue form for submitting picklist term change requests

Get started

**FORM - Specification New Field Request**  
An issue form for submitting picklist new field requests

Get started

**FORM - Specification New Term Request - Bulk**  
An issue form for submitting picklist new term requests

Get started

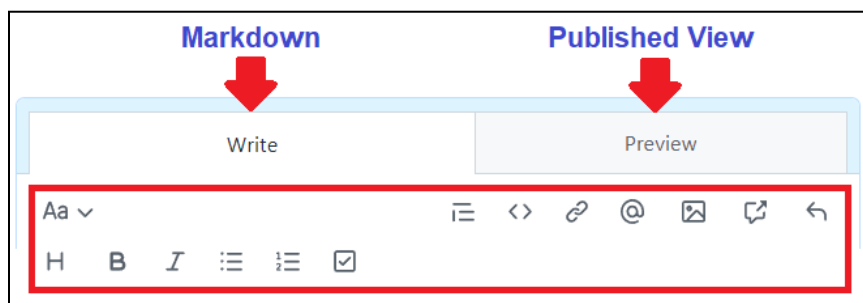
**FORM - Specification New Term Request**  
An issue form for submitting picklist new term requests (NTR)

Get started

GitHub Issue Request Options <[Link](#)>

## GitHub Issue Requests

Generally, GitHub shows issue requests in a Markdown format, so if you choose to [open a blank issue](#), you will be presented with the opportunity to apply Markdown formatting. If you would like to see a preview of what you are going to publish, you can switch views to “Preview” to see the polished version, and then switch back to “Write” to continue with the Markdown editor.



Red box shows common formatting options that can be applied to selected/highlighted text.


However, all the **Specification Issue Requests** have been updated to more user-friendly forms.

The forms provide a description of each element the request can apply to, and includes examples whenever possible.

Some fields are required (indicated by a **red asterisk \***) in order for a user to submit the form. If a user cannot provide the information they can indicated “unknown” or a similar missing value status and submit the request anyway. If the curators don’t have enough information to perform the request they will follow-up with the requestee.

**Issue: FORM - Specification Field Change Request**

An issue form for submitting field change requests. If this doesn't look right, [choose a different type](#).

 CFR: [current field label]

**Current Field Label \***

ex. sample\_collector\_sample\_ID

**Associated Field Category/Tab \***

The field “grouping” or the template tab where this field is used.

ex. Sample collection and processing

**Ontology ID or PURL \***

The field identifier (can be found in reference guides).

ex. GENEPIO:0001153

**Change - Associated Field Category/Tab**

Change request for the field “grouping” or the template tab where this field is used.

**Change - Label**

Change request for the field label.

**Change - Description**

Change request for the field definition/description.

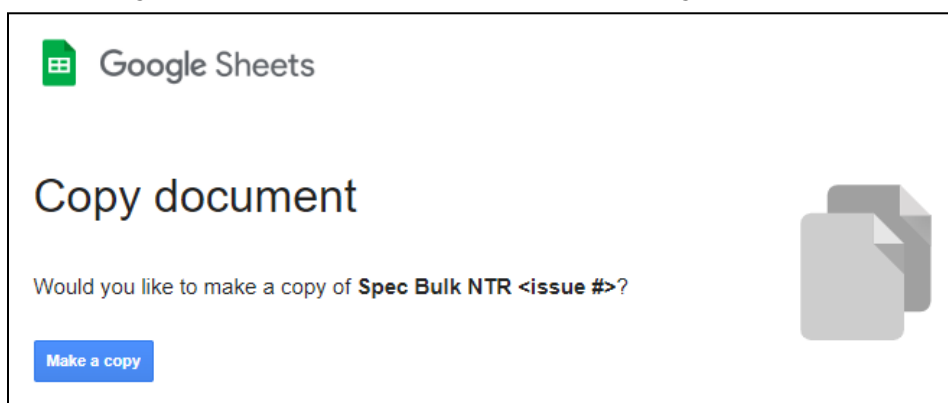
## New Term Requests

Before you make a new term request, we recommend you check whether it already exists within another picklist in the [“Term Reference Guide”](#). If you find a matching term, remove the regular text fields and just indicate the “Label”, ontology ID (unless unavailable), the field you want it listed under (i.e, “Associated Field(s)), and a comment indicating this is the reuse of an existing specification term.

## New Term Requests (Bulk)

This request is for when you want to request many terms at once, this way you don’t need to submit new issue forms for every request as the spreadsheet format tends to be easier on both the submitter and curator for managing a large number of requests.

(1) When you follow the [Bulk NTR <issue #>](#) link you will be taken to:



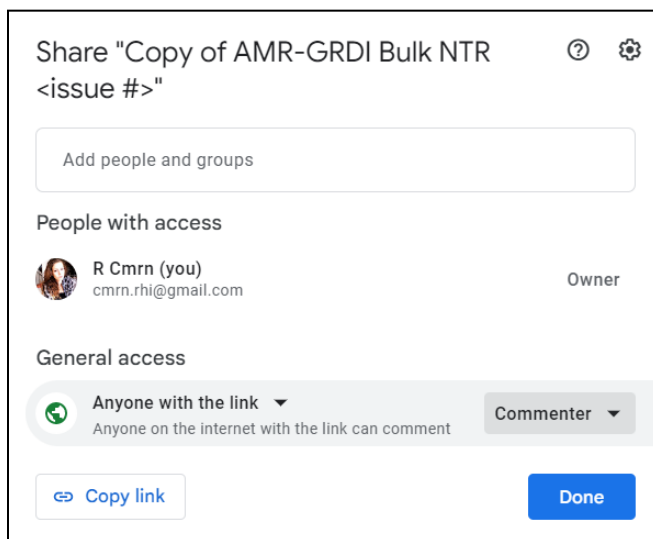
(2) Select “Make a Copy” and you will see the following spreadsheet:

Copy of Spec Bulk NTR <issue #>					
File Edit View Insert Format Data Tools Extensions Help					
A20 100%   \$ % .0 .00 123   Defaul...   - 10 +   :					
	A	B	C	D	E
1	<b>Bulk New Term Request (NTR)</b>				
2	SPECIFICATION:				
3	<b>Proposed Term Label</b>	<b>Comments / Notes</b>	<b>Proposed Associated Field(s) (use   separator)</b>	<b>Definition / Description</b>	<b>Definition Source</b>
4	Documentation	EXAMPLE	available data types	A dataset attribute bundle which indicates the presence of documentation data.	<a href="https://en.wikipedia.org/wiki/&lt;relevant page&gt;">https://en.wikipedia.org/wiki/&lt;relevant page&gt;</a>
5					
6					
7					

**(3) Fill in the term information relevant to your request, with one term per row.**

**Required fields are indicated with a Yellow Highlight** (Proposed Term Label, Proposed Associated Field(s) (use | separator for multiple fields), Definition / Description). To see a description of the headers, hover the cursor over the header and anyone with a note (indicated by a black triangle in the upper right corner) will show a descriptor of what is needed for the header.

**(4) Get a shareable link that will allow curators to view, comment, or edit:**



Share "Copy of AMR-GRDI Bulk NTR <issue #>"

Add people and groups

People with access

R Cmrn (you)  
cmrn.rhi@gmail.com Owner

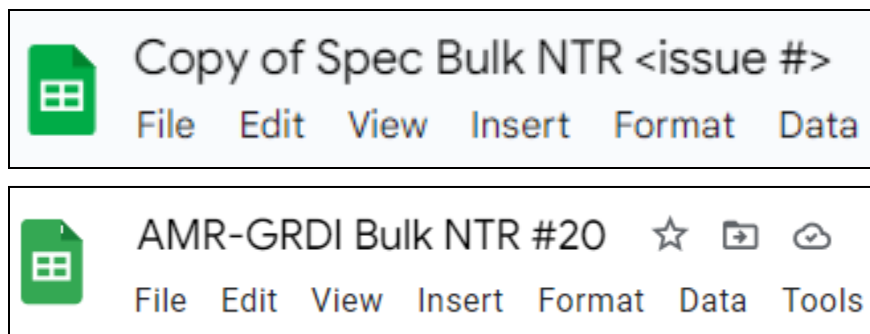
General access

Anyone with the link  
Anyone on the internet with the link can comment Commenter

Copy link Done

**(5) Submit the issue with the shareable link included on it**

**(6) Rename your spreadsheet so that it contains the issue number**  
(this will appear beside the issue title after you have submitted it, see previous figure).



**(7) Feel free to continue to engage with this request until it is complete/closed.**

## Appendix A - Annotation Guide

There are more annotations here than listed in the [GRDI AMR One Health](#) issue templates. These additional annotations are for assisting more advanced ontology term curation.

Annotation	Description
<b>Field Category:</b>	The broader field category. E.g., the name of the “tab” you think an addition belongs to within the curation template or the field reference guide.
<b>Field:</b>	The field you want to request changes in or you want to add a picklist item to.
<b>Label:</b>	An <a href="#">rdfs:label</a> that provides a human-readable description of a resource.
<b>Alternative Label:</b>	"A label for a class or property that can be used to refer to the class or property instead of the preferred <a href="#">rdfs:label</a> . Alternative labels should be used to indicate community- or context-specific labels, abbreviations, shorthand forms and the like." <a href="#">[IAO:0000118]</a>
<b>Synonym:</b>	
<b>Exact Synonym:</b>	"An alternative label for a class or property which has the exact same meaning than the preferred name/primary label." <a href="#">[hasExactSynonym]</a>
<b>Narrow Synonym:</b>	"An alternative label for a class or property which has a more specific meaning than the preferred name/primary label." <a href="#">[hasNarrowSynonym]</a>
<b>Broad Synonym:</b>	"An alternative label for a class or property which has a more general meaning than the preferred name/primary label." <a href="#">[hasBroadSynonym]</a>
<b>Definition:</b>	"The official definition, explaining the meaning of a class or property. Shall be Aristotelian, formalized and normalized. Can be augmented with colloquial definitions." <a href="#">[IAO:0000115]</a> - if you aren't sure how to meet this requirements, don't fret - give a definition and the ontology curator will restructure it to meet the definition requirements.
<b>Definition Source:</b>	"Formal citation, e.g. identifier in external database to indicate / attribute source(s) for the definition. Free text indicate / attribute source(s) for the definition." <a href="#">[IAO:0000119]</a> Database Cross Reference: For when you want to cross reference with another database identifier (e.g., MlxS, MESH, etc.) <a href="#">[hasDBXref]</a>
<b>Parent Class:</b>	The class/term within the target ontology under which you think the term being request should be placed. Depending on the ontology you are requesting this in, it isn't strictly required - but it is helpful in facilitating curation efficiency and in giving the curator a better impression of the term you're requesting. There can be multiple parent classes/terms for an ontology term.
<b>Parent Class ID:</b>	An ontology IRI (e.g., <a href="#">FOODON:00001002</a> ) or the PURL (e.g., <a href="http://purl.obolibrary.org/obo/FOODON_00001002">http://purl.obolibrary.org/obo/FOODON_00001002</a> ) associated with the parent class/term.
<b>Contributor Attribution:</b>	Optional. <a href="#">ORCID</a> is preferred - this is so we can list you as a contributor <a href="#">[dc:contributor]</a> .
<b>Additional Comments (not an annotation):</b>	Additional context is valuable to ontology curators to ensure the changes they make are appropriate for your need. If the curator deems it necessary, they may include it as a "comment" <a href="#">[comment]</a> or "editor note" <a href="#">[IAO:0000116]</a> annotation.

## Appendix B - GitHub Account

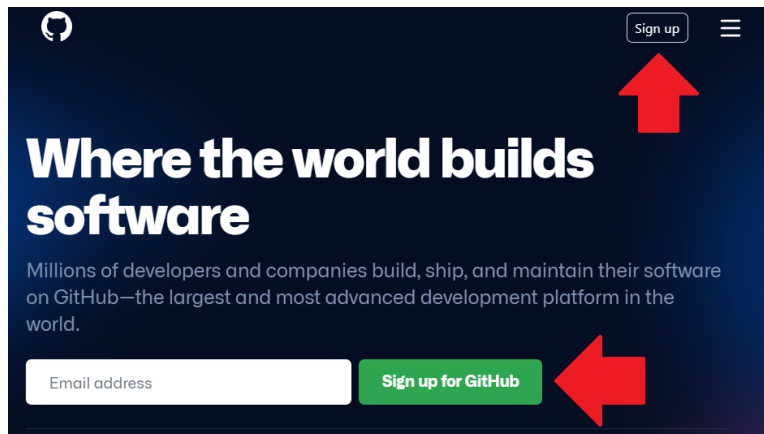
GitHub is a collaborative, online hosted version of git (a version control system) used to managed AMR-GRDI resources and specification issue requests.

You will need access to a free, personal GitHub account in order to engage with the AMR-GRDI new term request protocol. If you already have a GitHub account then no action is needed.

You can sign-up for an account at [Github.com](https://github.com) by following the [Signing up for a new GitHub account](#) information or follow the guidance below.

1) Navigate to [Github.com](https://github.com)

2) Select “Sign up”



3) Enter your email

4) Create a password

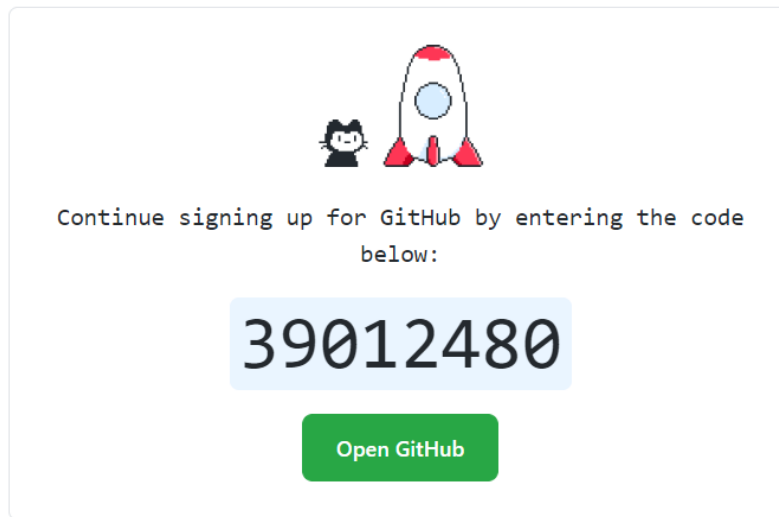
5) Enter a username

6) Indicate preference regarding email product updates and announcements (“y” for yes or “n” for no)

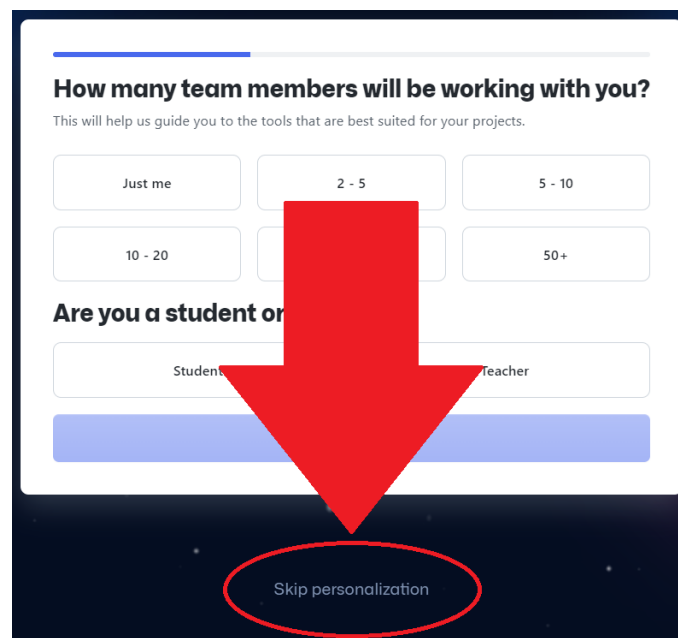
7) Perform a short puzzle to verify you’re human



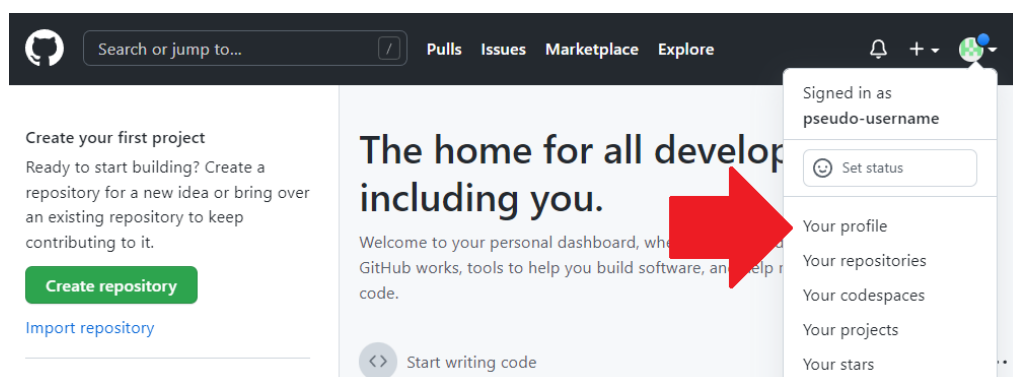
8) Enter the confirmation code emailed to you



9) **Welcome Guide** - enter this information as you see fit, or scroll down and select “skip personalization”

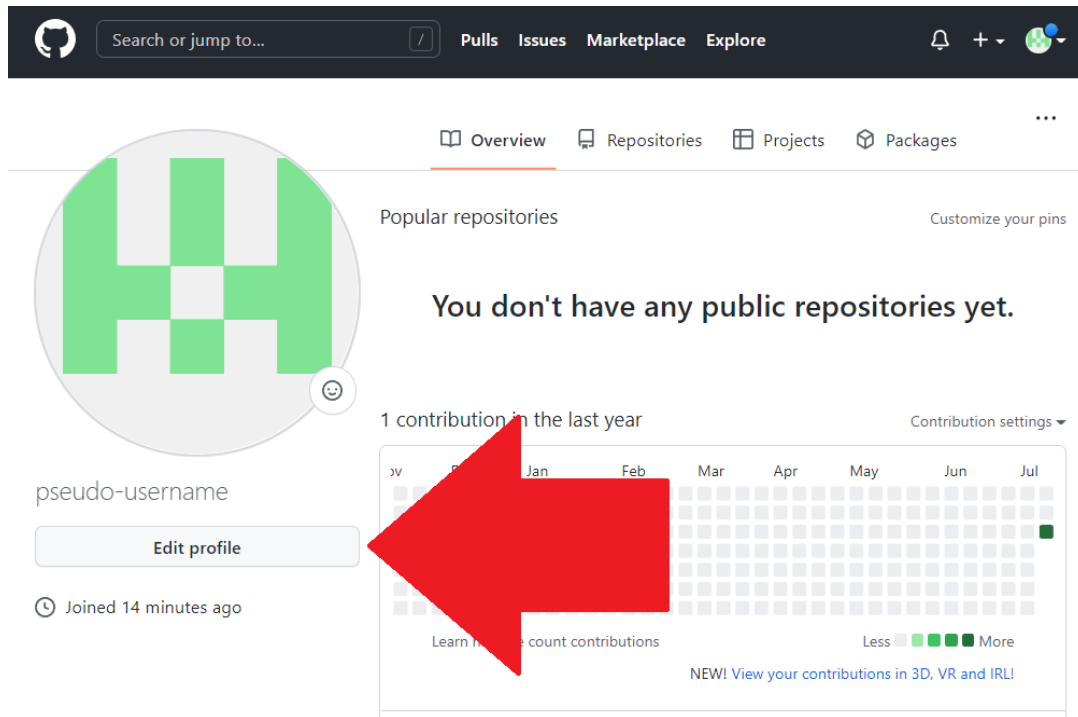


10) **Dashboard** - At this point, we recommend navigating to your profile so you can edit your profile information.



11) Select “**Edit profile**”





12) Enter the information you feel comfortable with. We recommend including your name (in full, short form, or initials) to make it easier for collaborators to identify you when you submit issue requests to our system.

13) Now you can navigate and interact with [https://github.com/cidgoh/GRDI\\_AMR\\_One\\_Health](https://github.com/cidgoh/GRDI_AMR_One_Health)

## Appendix C - Document Revision History

Version	Date	Writer	Description of Change
1.0	July 12 2022	Rhiannon Cameron	Initial release
1.1	July 25 2022	Rhiannon Cameron	Annotation Guide (Appendix A), more issue request options, additional guidance
1.2	December 16 2022	Rhiannon Cameron	Update to term request templates. Completed bulk NTR template and guidance
2.0	October 25, 2023	Rhiannon Cameron	Update to term request forms.