NBN Knowledge Hub

Content Submission Form

User Guide

Introduction

This guide explains how to submit content to the NBN Knowledge Hub using the online submission form. The Hub is a centralised platform for accessing and sharing biosurveillance-related content and resources across government, academia, and research institutions.

If you have any questions about the submission process, please contact nbn@cefas.gov.uk.

Important: Only Submit Non-Sensitive Information

All content submitted to the Hub will be accessible to registered users. Please ensure your submission does not contain any sensitive, confidential, or restricted information. While our moderators will carry out a brief check before publication, it is your responsibility as the submitter to ensure that no sensitive information is included.

Please read the privacy policy before submitting information to the Hub.

Submission Options

There are two ways to submit content to the Hub:

Option 1: Manual Submission (Single Items)

Use the online form to submit one item at a time. This is ideal if you have a small number of items to add or if you want to submit content as you come across it.

Option 2: Batch Submission (Multiple Items)

If you have multiple items to submit, you can use a template spreadsheet. To request a template:

- Select 'Batch (send a spreadsheet)' in the form
- Download the template and the template user guide using the provided links:
    - https://tinyurl.com/NBN-template

- ○ https://tinyurl.com/NBN-batch-guide
- Complete the spreadsheet and email it to nbn@cefas.gov.uk
- Enter the filename of your spreadsheet in the form so we can match it to your submission

What Happens After You Submit

Once you submit content through the form, it will go through the following process:

1. Confirmation and Hub ID

If you provided your email address, you will receive a Hub ID for your submission. Please keep this ID safe as you can use it for future enquiries about your submission, and to reference your content in the 'Related' fields when submitting other content (e.g., linking a document to a project).

2. Review

A member of the NBN team will review your submission. If we need any additional information before we can approve it, we will contact you by email. This is why we encourage you to provide your contact details when submitting.

3. Approval

Once your submission has been approved, you will receive a confirmation email (if you provided an email address).

4. Publication

Content submitted prior to the launch of the Hub will be added so that it is available when the site goes live. You will receive an email once your content is live on the Hub.

Tips for Successful Submissions

- Provide your contact details so we can follow up if needed
- Use semicolons to separate multiple items (e.g., multiple authors, keywords, or organisations)
- For images and files that cannot be uploaded, email them to nbn@cefas.gov.uk and include the filename in the form
- If you know the Hub ID for related items (projects, documents, etc.), use those; otherwise use the item name
- Be as descriptive as possible in summary and description fields to help others discover your content
- Select relevant topic categories and keywords to improve searchability
- Remember: do not submit any sensitive, confidential, or restricted information

Contact

For questions about the submission process or the NBN Knowledge Hub, please contact:

nbn@cefas.gov.uk

Content Types

The form allows you to submit the following types of content. After selecting your content type, the form will branch to show only the relevant fields for that type.

Field	Description
Person Profile	Individual profiles including expertise areas, contact details, and professional information
Organisation Profile	Organisation details including areas of work, contact information, and description
Document	Research papers, reports, guidance documents, protocols, and other publications
Dataset	Links to datasets with metadata and access information
Media	Videos, presentations, infographics, podcasts, webinar recordings, and images
Project	Research projects, surveillance programmes, and collaborative initiatives
Event	Conferences, workshops, webinars, training courses, and other events
News/Announcement	News articles, project updates, policy updates, and community spotlights

Note: Fields marked with an asterisk (*) are required.

Person Profile

Person profiles help the biosurveillance community find experts and potential collaborators. For all new person profiles, the individual named will be contacted to confirm their details before publication.

Basic Information

Field	Description
First name *	Person's first name
Last name *	Person's surname
Title	Select from: Mrs, Miss, Ms, Prof, Other
Preferred name	Name they prefer to be known by
Job title *	Current job title or role
Primary employer/organisation *	Main employing organisation
Secondary employer/organisation(s)	Any additional organisations they work with. Separate multiple entries with a semicolon.
Profile image	Provide a URL to an existing image, or email the file to nbn@cefas.gov.uk and enter the filename. Recommended size: 400x400 pixels, JPG or PNG format.

Contact Information

Field	Description
Email address *	Professional email address
Display email address publicly?	Tick to consent to displaying the email on the person's public Hub profile
Phone number	Contact phone number
Display phone number publicly?	Tick to consent to displaying the phone number on the person's public Hub profile
LinkedIn profile	LinkedIn profile URL
ORCID iD	A unique researcher identifier. Find or register for an ORCID at orcid.org

Professional Information

Field	Description
Biography/About *	A short biography or description of their work and expertise (5-8 sentences recommended)

Expertise areas *	Select from predefined list (e.g., Animal Health, AMR, One Health). For 'Other' areas, separate multiple entries with a semicolon.
Research interests	Specific research interests beyond the expertise areas selected above. Separate multiple entries with a semicolon.
Current projects	Projects they are working on. Separate multiple entries with a semicolon.
Key publications	List 3-5 key publications. For each, include either a DOI or the full citation (authors, title, year, and URL).

Organisation Profile

Organisation profiles help users discover institutions working in biosurveillance and related fields.

Basic Information

Field	Description
Organisation name *	Full official name of the organisation
Short name/acronym	Commonly used abbreviation
Organisation description *	A brief overview of the organisation and its role in biosurveillance (2-4 sentences recommended)
Website URL *	Organisation's main website
Key areas of work *	Select from predefined list. For 'Other' areas, separate multiple entries with a semicolon.
Organisation type *	Government, University, Research Institute, Laboratory, NGO/charity, Professional Body, Other
Parent organisation	If this organisation is part of a larger body, enter the parent organisation name
Logo/image	Provide a URL to an existing logo, or email the file to nbn@cefas.gov.uk and enter the filename. Recommended: square or landscape format, PNG with transparent background preferred.

Contact Information

Field	Description
Phone number	Main contact number
Address	Physical address

Document

Documents include research papers, reports, guidance, protocols, and other written resources relevant to the biosurveillance community.

Basic Information

Field	Description
Document title *	Full title of the document
Authors *	Use 'First Name Surname' format. Separate multiple entries with a semicolon.
Publication date *	Date the document was published
Abstract/Summary *	A brief summary of the document's content and key findings (100-300 words recommended)
Document type *	Research Paper, Technical Report, Policy Document, Framework, Guidance Document, Protocol/Standard, Review/Meta-Analysis, Case Study, White Paper, Briefing Note, Conference Paper, Thesis/Dissertation, Other
Keywords/Tags *	Keywords to help others find this document. Separate multiple entries with a semicolon.
Document language *	Language(s) of the document. Separate multiple entries with a semicolon.

Access and Hosting

Field	Description
Access requirements *	Select the access level. Note: documents hosted directly on the Hub will be accessible to all registered Hub members.
Where will the document be hosted? *	Most documents should link to an external source (e.g. journal website, institutional repository). Select 'On the Hub' only if no external location exists.
Document location/file name *	The web address (URL) where the document can be accessed, or if hosting on Hub, the filename (and email the file to nbn@cefas.gov.uk).

Additional Information (Optional)

Field	Description
Publishing organisation	Organisation that published the document
Commissioning organisation	Organisation that commissioned the work
Geographic scope	Local, England, Northern Ireland, Scotland, Wales, UK-wide, Europe, Global, Other

Journal/Publisher name	For journal articles
ISBN/ISSN	Standard identifiers if applicable
Temporal coverage	If the document covers a specific time period (e.g. a surveillance report for 2020-2023), enter the start and end dates
Related projects/datasets	Enter the Hub ID if known, or the item name. Separate multiple entries with a semicolon.
Is this a new version?	Select 'Yes' if this replaces or updates a document already on the Hub
Number of pages	Page count

Dataset

Dataset entries link to data resources and provide metadata to help users discover and access relevant datasets.

Basic Information

Field	Description
Dataset title *	Name of the dataset
Dataset type *	Surveillance Data, Research Data, Monitoring Data, Genomic Data, Environmental Data, Clinical Data, Survey Data, Modelling Data, Reference Data, Other
Dataset description *	Describe briefly what data are included, how they were collected, and their intended use (4-6 sentences recommended)

Access Information

Field	Description
Dataset URL *	The web address where the dataset can be accessed or requested (e.g. data repository, catalogue page)
NBN Metadata Catalogue identifier	If this dataset is already in the NBN Data Catalogue, enter its catalogue ID here to link them
Access requirements	Select the level of access. 'Data Sharing Agreement Required' means users must complete an agreement before accessing the data.

Topic Categories

Field	Description
Primary data category *	Select from predefined list
Secondary data categories	Separate multiple entries with a semicolon
Keywords/Tags *	Separate multiple entries with a semicolon
Related documents/projects	Enter the Hub ID if known, or the item name. Separate multiple entries with a semicolon.

Media

Media content includes videos, presentations, infographics, podcasts, webinar recordings, and other multimedia resources.

Basic Information

Field	Description
Media title *	Title of the media item
Media type *	Video, Presentation, Infographic, Podcast/audio, Webinar recording, Animation, Interactive tool, Image/photo, Other
Access requirements *	Open Access, Registration Required, Member Access Only, Restricted
Language(s) *	Separate multiple entries with a semicolon
Creators/presenter names *	The people who created or presented this content. Separate multiple entries with a semicolon.
Creation date *	When was this content created or recorded? An approximate date is fine if the exact date is unknown.
Producing organisation *	Organisation that produced the content
Primary topic category *	Select from predefined list
Keywords/Tags *	Separate multiple entries with a semicolon

File Location

Field	Description
Where will the file be hosted? *	Most files should be hosted externally. Select 'On the Hub' only if no external location exists.
Media file location/name *	URL if external, or filename if hosting on Hub (and email the file to nbn@cefas.gov.uk)

Additional Information (Optional)

Field	Description
Media duration	Length of video/audio in hours:minutes:seconds format (e.g. 01:30:00 for 1.5 hours)
Associated event	If this is from a conference, webinar, or other event, enter the event's Hub ID (if known) or the event name
Related documents/projects	Enter the Hub ID if known, or the item name. Separate multiple entries with a semicolon.
Accessibility features	Select all that apply: Captions/Subtitles, Audio Description, Transcript, Sign Language, Alt Text, Other

Project

Project entries help the community discover research initiatives, surveillance programmes, and collaboration opportunities.

Basic Information

Field	Description
Project name *	Full project title
Short title/Acronym	Abbreviated name
Project summary *	A brief overview of the project for listings and search results (2-3 sentences)
Project Start Date	When did the project start? An approximate date is fine if the exact date is unknown.
Project Duration	How long was the project (e.g. 6 months, 2 years etc.).
Detailed description	A fuller description including background, methods, and significance. This will appear on the project's full page.
Project status	Planning/Proposed, Active/Ongoing, Completed, On Hold, Cancelled
Project type	Research Project, Surveillance Programme, Infrastructure Development, Policy Initiative, Collaborative Network, Capacity Building, Pilot Study, Service Development, Other
Primary topic category *	Select from predefined list
Keywords/Tags *	Separate multiple entries with a semicolon

Organisation and Team

Field	Description
Lead organisation *	Organisation leading the project
Partner organisations	Other organisations involved
Project Lead/PI	The lead researcher or project manager. Enter their name, or their Hub ID if they have a profile.
Project team members	Other key team members. Separate multiple entries with a semicolon, or use Hub IDs if they have profiles.

Additional Information (All Optional)

Field	Description
Funding organisation(s)	Who funds the project
Grant reference number	Funder's reference

Total funding amount	Total funding in GBP. An approximate figure is fine (e.g. £500,000).
Project website	URL
Geographic focus	Countries/regions covered
Project objectives	What the project aims to achieve
Expected outcomes	Anticipated results
Key achievements	Accomplishments to date
Impact statement	Describe any real-world impacts or outcomes (e.g. policy changes, new surveillance systems, capacity built)
Collaboration opportunities	Are there opportunities for others to get involved? Describe what you're looking for (e.g. data sharing, expertise, partnerships).
Contact for enquiries	Email for project queries

Event

Event listings help the community stay informed about conferences, workshops, training, and networking opportunities.

Basic Information

Field	Description
Event title *	Name of the event
Event type *	Conference, Workshop, Webinar, Training Course, Seminar, Symposium, Meeting, Networking Event, Public Lecture, Other
Short description *	A brief summary for listings and search results (2-3 sentences)
Detailed description	Full event description including programme highlights, who should attend, and what they will learn
Event start date *	When the event begins
Event start time	Start time
Event duration	How long is the event? (e.g. 2 hours, 1 day, 3 days)
Time zone	The time zone for the event times (e.g. GMT, BST, CET)
Event format *	In-Person, Virtual/online, Hybrid
Primary topic area *	Select from predefined list
Keywords/Tags *	Separate multiple entries with a semicolon

Additional Information (Optional)

Field	Description
Organiser contact email	Email for event enquiries
Event website URL	Event webpage
Registration required	Yes/No
Registration URL	Where to register
Registration deadline	Last date to register
Event cost	Ticket price or enter 'Free' if there is no charge. Include currency if applicable.
Related projects/documents/media	Enter the Hub ID if known, or the item name. Separate multiple entries with a semicolon.
Event recording available	Will a recording be available after the event? Select 'Yes' if a recording exists or is planned.

Event banner image	Provide a URL or email the file to nbn@cefas.gov.uk and enter the filename

News/Announcement

News and announcements keep the community informed about updates, highlights, and developments.

Content

Field	Description
Headline/Title *	Main headline
Announcement type *	News Article, Announcement, Resource Highlight, Project Update, Event Reminder, Policy Update, Community Spotlight, Other
Summary *	A brief summary that will appear in listings and news feeds (1-2 sentences)
Full content *	The complete text of your announcement. This will appear on the full article page.
Publication date	Leave blank to publish as soon as approved, or select a future date to schedule publication
Author/Contributor	Names. Separate multiple entries with a semicolon.
Publishing organisation *	Organisation submitting the update
Primary topic area *	Select from predefined list
Keywords/Tags *	Separate multiple entries with a semicolon

Image (Optional)

Field	Description
Include an image? *	Yes/No
Announcement image	Provide a URL or email the file to nbn@cefas.gov.uk and enter the filename
Image caption	A short description of the image that will appear below it
Image credit	Attribution for the image (e.g. photographer name, source organisation, or '© Organisation Name')
Related projects	Enter the Hub ID if known, or the item name. Separate multiple entries with a semicolon.