NBN Knowledge Hub

Batch Submission Template

User Guide

Introduction

The batch submission template allows you to submit multiple items to the NBN Knowledge Hub at once, rather than completing the online form for each item individually. This is particularly useful if you have several documents, profiles, or other content to contribute.

If you have any questions about using the template, 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.

What Happens After You Submit?

Once you email your completed spreadsheet to nbn@cefas.gov.uk:

1. Acknowledgement

We will acknowledge receipt of your submission and provide Hub IDs for your items. Keep these IDs safe - you can use them for future enquiries and to reference your content when submitting related items.

2. Review

A member of the NBN team will review your submissions. If we need any additional information, we will contact you by email.

3. Person Profile Verification

For person profiles, we will contact the named individuals to confirm their details and consent before publishing their profiles.

4. Approval and Publication

Once approved, your content will be added to the Hub. Content submitted before the Hub launches will be available on launch day. You will receive an email when your content is live.

Tips for Successful Submissions

- Complete all required (yellow) fields for each item
- Use semicolons to separate multiple values
- Check that filenames in the spreadsheet match the files you email
- Provide as much detail as possible in description fields to help others discover your content
- Select relevant topic categories and keywords to improve searchability
- For person profiles, ensure you have the individual's permission before submitting their details
- Double-check URLs are correct and accessible
- Remember: do not submit any sensitive, confidential, or restricted information

Contact

For questions about using the batch submission template or the NBN Knowledge Hub, please contact:

nbn@cefas.gov.uk

Getting Started

Step 1: Choose the Right Sheet

The template contains separate sheets (tabs) for each type of content. Select the appropriate sheet at the bottom of the Excel window:

Sheet Name	Use For
Person Profile	Individual expert profiles with contact details and expertise areas
Organisation	Organisation profiles with areas of work and contact information
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	News articles, announcements, project updates, and community spotlights

Step 2: Understand the Layout

Each sheet has the same structure:

- Row 1: Sheet title
- Row 2: General instructions
- Row 4: Column headers (field names) - required fields are marked with an asterisk (*)
- Row 5: Field descriptions explaining what to enter in each column
- Row 6 onwards: Data entry rows - complete one row per item you wish to submit

Step 3: Identify Required Fields

Required fields are highlighted in yellow and marked with an asterisk (*) in the column header. You must complete all required fields for each item you submit. Optional fields (white background) can be left blank if you don't have the information.

Step 4: Enter Your Data

Complete one row for each item you want to submit. Refer to the description in row 5 for guidance on what to enter in each column.

You can submit multiple types of content in the same spreadsheet - simply use different sheets for different content types.

Step 5: Submit Your Spreadsheet

Once you have completed your entries:

- Save the spreadsheet
- Email it to nbn@cefas.gov.uk
- If you have images or files to include, attach them to the same email and make sure the filenames match what you entered in the spreadsheet

Formatting Guidelines

Multiple Values

Where a field can contain multiple values (e.g., multiple authors, keywords, or organisations), separate each value with a semicolon. For example:

- Authors: David Walker; Jane Smith; Robert Jones
- Keywords: avian influenza; wild birds; surveillance
- Expertise areas: Animal Health; Disease Surveillance; One Health

Dates

Enter dates in DD/MM/YYYY format (e.g., 15/03/2025). For approximate dates, you can enter just the month and year (e.g., March 2025) or just the year (e.g., 2025).

Selection Fields

Some fields require you to select from a predefined list of options. The available options are listed in the description row. Enter the option exactly as shown. If you select 'Other', use the adjacent 'Other' column to specify what you mean.

URLs

Enter complete URLs including https:// (e.g., https://www.example.org/document.pdf).

Images and Files

For images (profile photos, logos, banners) and files (documents, media) that need to be hosted on the Hub:

- Enter the filename in the relevant column (e.g., 'david_walker_photo.jpg')
- Email the actual file to nbn@cefas.gov.uk along with your spreadsheet
- Make sure the filename in the spreadsheet matches the file you send

Alternatively, if the image or file is already hosted online, you can enter the URL instead of a filename.

Hub IDs

When linking to related content (e.g., linking a document to a project), you can enter either the Hub ID (if you know it) or the item name. If you're submitting related items in the same spreadsheet, use the names - we'll link them together when we process your submission.

Field Reference

This section lists all fields for each content type. Fields marked with an asterisk (*) are required.

Person Profile

Note: For all person profiles, the named individual will be contacted to confirm their details and consent before their profile is published.

Field	Description
First Name *	Person's first name
Middle Name	Person's middle name
Last Name *	Person's surname
Title	Mrs, Miss, Ms, Prof., Other
Preferred Name	Name they prefer to be known by
Job Title *	Current job title or role
Primary Organisation *	Main employing organisation
Secondary Organisation(s)	Additional organisations; separate with semicolon
Email Address *	Professional email address
Display Email Publicly?	Yes/No - consent to show on public profile (default is 'no' if left blank)
Phone Number	Contact phone number
Display Phone Publicly?	Yes/No - consent to show on public profile (default is 'no' if left blank)
LinkedIn Profile	LinkedIn profile URL
ORCID iD	Unique researcher identifier from orcid.org
Biography *	Short biography (5-8 sentences recommended)
Expertise Areas *	Select from: Animal Health; AMR; Capacity Building; Data Science & Informatics; Disease Surveillance; Environmental Health; Genomic Surveillance; Human Health; Marine Health; One Health; Plant Health; Policy & Governance; Public Health; Zoonotic Diseases; Other
Research Interests	Specific interests; separate with semicolon
Current Projects	Projects they work on; separate with semicolon
Key Publications	3-5 publication DOIs or full citations
Profile Image Filename	If emailing image, enter filename here. Or enter a URL for an external link

Organisation

Field	Description
Organisation Name *	Full official name
Short Name/Acronym	Commonly used abbreviation
Description *	Brief overview (2-4 sentences)
Website URL *	Organisation's main website
Key Areas of Work *	Select from: Animal Health; AMR; Capacity Building; Data Science & Informatics; Disease Surveillance; Environmental Health; Genomic Surveillance; Human Health; Marine Health; One Health; Plant Health; Policy & Governance; Public Health; Zoonotic Diseases; Other
Organisation Type *	Government; University; Research Institute; Laboratory; NGO/charity; Professional Body; Other
Other Organisation Type	If you selected 'Other' for the organisation type, please specify
Parent Organisation	If part of a larger body
Phone Number	Main contact number
Address	Physical address
Logo Filename	If emailing logo, enter filename here. Or enter a URL for an external link

Document

Field	Description
Document Title *	Full title of the document
Authors *	First Name Surname format; separate with semicolon
Publication Date *	Date published (DD/MM/YYYY)
Abstract/Summary *	Brief summary (100-300 words)
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
Other Document Type	If you selected 'Other' for the document type, please specify
Keywords/Tags *	Keywords; separate with semicolon
Document Language *	Language(s); separate with semicolon

Access Requirements *	Open Access; Registration Required; Member Access Only; Restricted/Confidential; Commercial/Paid Access; Other
Other Access Requirements	If you selected 'Other' for the access requirements, please specify
Hosted Where? *	External website OR On the Hub
Document URL	URL if hosted externally
Document Filename	If hosting on Hub, filename (email file separately)
Publishing Organisation	Organisation that published it
Commissioning Organisation	Organisation that commissioned it
Geographic Scope	Local; England; Northern Ireland; Scotland; Wales; UK-wide; Europe; Global; Other
Other Geographic Scope	If you selected 'Other' for the geographic scope, please specify
Journal/Publisher Name	For journal articles
ISBN/ISSN	Standard identifier if applicable
Temporal Coverage Start	Start date if covers time period
Temporal Coverage End	End date if covers time period
Related Projects	Hub ID or project name; separate with semicolon
Related Datasets	Hub ID or dataset name; separate with semicolon
New Version of Existing?	Yes/No/Unknown
Old Document Reference	Hub ID or name of document being replaced
Number of Pages	Page count
Additional Comments	Any other information

Dataset

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
Other Dataset Type	If you selected 'Other' for the dataset type, please specify
Description *	What data, how collected, intended use (4-6 sentences)
Dataset URL *	URL where dataset can be accessed/requested

NBN Catalogue ID	If in NBN Data Catalogue, enter ID
Access Requirements	Open Access; Registration Required; Data Sharing Agreement Required; Restricted Access; Embargoed; Confidential; Other
Other Access Requirements	If you selected 'Other' for the access requirements, please specify
Primary Data Category *	Select from: Animal Health; AMR; Disease Surveillance; Environmental Health; Genomic Surveillance; Human Health; Marine Health; One Health; Plant Health; Public Health; Zoonotic Diseases; Other
Other Primary Category	If you selected 'Other' for the primary data category, please specify
Secondary Categories	Additional categories; separate with semicolon
Keywords/Tags *	Keywords; separate with semicolon
Related Documents	Hub ID or document title; separate with semicolon
Related Projects	Hub ID or project name; separate with semicolon

Media

Field	Description
Media Title *	Title of the media item
Media Type *	Video; Presentation; Infographic; Podcast/audio; Webinar recording; Animation; Interactive tool; Image/photo; Other
Other Media Type	If you selected 'Other' for the media type, please specify
Access Requirements *	Open Access; Registration Required; Member Access Only; Restricted
Other Access Requirements	If you selected 'Other' for the access requirements, please specify
Language(s) *	Language(s); separate with semicolon
Creators/Presenters *	Names; separate with semicolon
Creation Date *	When created/recorded (approximate OK)
Producing Organisation *	Organisation that produced it
Primary Topic Category *	Select from: Animal Health; AMR; Capacity Building; Data Science & Informatics; Disease Surveillance; Environmental Health; Genomic Surveillance; Human Health; Marine Health; One Health; Policy & Governance; Public Health; Zoonotic Diseases; Other

Other Primary Topic Category	If you selected 'Other' for the primary topic category, please specify
Secondary Categories	Additional categories; separate with semicolon
Keywords/Tags *	Keywords; separate with semicolon
Hosted Where? *	External website OR On the Hub
Media URL	URL if hosted externally
Media Filename	If hosting on Hub, filename (email file separately)
Duration	For video/audio: hh:mm:ss format
Associated Event	Hub ID or event name if from conference etc.
Related Documents	Hub ID or document name; separate with semicolon
Related Projects	Hub ID or project name; separate with semicolon
Accessibility Features	Captions/Subtitles; Audio Description; Transcript; Sign Language; Alt Text; Other
Additional Comments	Any other information

Project

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
Other Project Type	If you selected 'Other' for the project type, please specify
Primary Topic Category *	Select from: Animal Health; AMR; Capacity Building; Data Science & Informatics; Disease Surveillance; Environmental Health; Genomic Surveillance; Human

	Health; Marine Health; One Health; Policy & Governance; Public Health; Zoonotic Diseases; Other
Other Primary Topic Category	If you selected 'Other' for the primary topic category, please specify
Secondary Categories	Additional categories; separate with semicolon
Keywords/Tags *	Keywords; separate with semicolon
Lead Organisation *	Organisation leading the project
Partner Organisations	Other organisations; separate with semicolon
Project Lead/PI	Lead researcher name or Hub ID
Team Members	Other team members; separate with semicolon
Funding Organisation(s)	Who funds the project
Grant Reference	Funder's reference number
Total Funding (GBP)	Approximate amount e.g. £500,000
Project Website	URL
Geographic Focus	England; Northern Ireland; Scotland; Wales; UK-wide; Europe; International/global; Specific sites; Other
Other Geographic Focus	If you selected 'Other' for the geographic focus, please specify
Spatial Scale	Local; Regional; National; Multinational; Global
Study Sites/Locations	Specific locations if applicable
Project Objectives	What the project aims to achieve
Expected Outcomes	Anticipated results
Key Achievements	Accomplishments to date
Impact Statement	Real-world impacts (policy changes, new systems, etc.)
Collaboration Opportunities	Ways others can get involved
Contact Email	Email for project enquiries
Project Image Filename	If emailing image, enter filename here. Or enter a URL for an external link
Ethics Approval Reference	Ethics approval reference if applicable
Additional Comments	Any other information

Event

Field	Description
Event Title *	Name of the event
Event Type *	Conference; Workshop; Webinar; Training Course; Seminar; Symposium; Meeting; Networking Event; Public Lecture; Other
Other Event Type	If you selected 'Other' for the event type, please specify
Short Description *	Brief summary (2-3 sentences)
Detailed Description	Full description including programme, audience, learning outcomes
Event Start Date *	Date (DD/MM/YYYY)
Event Start Time	Start time
Event Duration	e.g. 2 hours, 1 day, 3 days
Time Zone	e.g. GMT, BST, CET
Event Format *	In-Person; Virtual/online; Hybrid
Primary Topic Area *	Select from: Animal Health; AMR; Capacity Building; Data Science & Informatics; Disease Surveillance; Environmental Health; Genomic Surveillance; Human Health; Marine Health; One Health; Policy & Governance; Public Health; Zoonotic Diseases; Other
Other Primary Topic Area	If you selected 'Other' for the primary topic area, please specify
Secondary Topic Areas	Additional areas; separate with semicolon
Keywords/Tags *	Keywords; separate with semicolon
Organiser Contact Email	Email for enquiries
Event Website URL	Event webpage
Registration Required?	Yes/No
Registration URL	Where to register
Registration Deadline	Last date to register
Event Cost	Free or Paid
Related Projects	Hub ID or project name; separate with semicolon
Related Documents	Hub ID or document name; separate with semicolon
Related Media	Hub ID or media name; separate with semicolon
Recording Available?	Yes/No - if recording exists or planned
Recording URL	URL of recording if available

Field	Description
Banner Image Filename	If emailing image, enter filename here. Or enter a URL for an external link
Additional Notes	Any other information

News/Announcement

Field	Description
Headline/Title *	Main headline
Announcement Type *	News Article; Announcement; Resource Highlight; Project Update; Event Reminder; Policy Update; Community Spotlight; Other
Other Announcement Type	If you selected 'Other' for the announcement type, please specify
Summary *	Brief summary for listings (1-2 sentences)
Full Content *	Complete text of the announcement
Publication Date	Leave blank for immediate; or future date to schedule
Author/Contributor	Names; separate with semicolon
Publishing Organisation *	Organisation submitting the update
Primary Topic Area *	Select from: Animal Health; AMR; Capacity Building; Data Science & Informatics; Disease Surveillance; Environmental Health; Genomic Surveillance; Human Health; Marine Health; One Health; Policy & Governance; Public Health; Zoonotic Diseases; Other
Other Primary Topic Area	If you selected 'Other' for the primary topic area, please specify
Secondary Topic Areas	Additional areas; separate with semicolon
Keywords/Tags *	Keywords; separate with semicolon
Include Image?	Yes/No
Image Filename	If emailing image, enter filename here. Or enter a URL for an external link
Image Caption	Short description for below the image
Image Credit	Attribution e.g. photographer, © Organisation
Related Projects	Hub ID or project name; separate with semicolon
Additional Notes	Any other information