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| Workflow | Category | What to report | Your method | Your rationale |
| (A) Obtaining and processing occurrence data | metadata | (A1) source of occurrence data |  |  |
| (A2) download date; version of data source |  |  |
| (A3) basis of records |  |  |
| (A4) spatial extent |  |  |
| (A5) temporal range |  |  |
| processing | (A6-1) duplicate coordinates |  |  |
| (A6-2) spatial/environmental outlier; error |  |  |
| (A6-3) spatial/coordinate uncertainty |  |  |
| (A7-1) sampling bias |  |  |
| (A7-2) spatial autocorrelation |  |  |
| (B) Obtaining and processing environmental data | metadata & processing | (B1) source |  |  |
| (B2) download date; version of data source |  |  |
| (B3) spatial resolution |  |  |
| (B4) temporal range |  |  |
| (C) Model calibration | data input | (C1) modeling domain |  |  |
| (C2) number of background data |  |  |
| (C3) sampling method for background data |  |  |
| (C4) variable selection |  |  |
| algorithm | (C5) name |  |  |
| (C6) version of algorithm and software |  |  |
| (C7) parameterization |  |  |
| (D) Model transfer and evaluation | evaluation | (D1) evaluation index |  |  |
| (D2) threshold for evaluation index |  |  |
| (D3) dataset used to evaluate models |  |  |
| output | (D4) format/transformation |  |  |
| (D5) threshold |  |  |
| extrapolation | (D6) novelty of projected environments compared with training environments |  |  |
| (D7) collinearity shift between training and projected environments |  |  |
| (D8) extrapolation strategy |  |  |
| metadata | (D9) source |  |  |
| (D10) download date; version of data source |  |  |
| (D11) spatial resolution |  |  |
| (D12) temporal range |  |  |