

Email templates

This section covers new data packages submitted. For other inquiries see the PI FAQ templates

Please think critically when using these canned replies rather than just blindly sending them. Typically, content should be adjusted/ customized for each response to be as relevant, complete, and precise as possible.

In your first few months, please run email drafts by the #datateam Slack and get approval before sending.

Remember to consult the submission guidelines for details of what is expected.

Quick reference:

- [Initial email template](#)
- [Final email templates](#)
- [Additional email template](#)