

HOW TO CONTRIBUTE DATA AND REPORTS TO THE DEEP SEA CORAL RESEARCH AND TECHNOLOGY PROGRAM (DSC-RTP)

STEPS TO SUBMIT DATA AND REPORTS

NOTE: ALL GUIDANCE ON PROGRAM DELIVERABLES IS AVAILABLE AT THE FOLLOWING LOCATION: [LINK](#). A SCHEMATIC OF THE DATA SUBMISSION WORK FLOW PROCESS IS AVAILABLE AT THE FOLLOWING LOCATION: [LINK](#)

Step 1: Before starting any DSCRTP-funded activity, please schedule a meeting with the DSC-RTP data manager, Robert McGuinn. Robert will go over the data and reporting requirements in detail and answer any questions you may have. See contact information below.

Step 2: Prior to undertaking a DSCRTP-funded cruise or project, download and read the following checklist of program data and reporting requirements and schedule: [LINK](#)

Step 3: Before embarking on a DSCRTP funded cruise, please fill out the pre-cruise survey. This survey helps us to understand what data types we should expect and it will help us begin filling out the appropriate metadata fields for proper attribution: [LINK](#)

Step 4: If you are submitting records for NOAA's National Database of Deep Sea Corals and Sponges please review the NOAA Technical Memo describing the database requirements and field definitions: [LINK](#) The taxa of interest to the program are outlined here: [LINK](#)

Step 5: When submitting records for the National Database, please use the Excel based submission template at the following location: [LINK](#) Important: ***Please submit a small example dataset for program review. This early review will save everyone a lot of time and rework.***

PLEASE SEND ALL DATA AND REPORTS TO THIS EMAIL ADDRESS: DEEPSEACORALDATA@NOAA.GOV, EMAILING THIS ADDRESS WILL ALERT ALL APPROPRIATE PROGRAM STAFF OF INCOMING DATA.

If you have questions about the *data submission process or reporting requirements* please contact:

Robert McGuinn – robert.mcguinn@noaa.gov, 843-762-8640

Robert will coordinate the appropriate DSC-RTP staff as needed to answer questions and provide assistance with data and report submission.

Any data or information that is too big to email should be sent via external hard drive, sd card, or thumb drive to the following address:

Matthew Dornback
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1021 Balch Blvd., Suite 1003
Stennis Space Center, MS 39529, Phone: (228) 688-2915