

Data Management Guide for Data Providers

Deep Sea Coral Research and Technology Program (DSC-RTP)

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Introduction

The following checklist is a concise summary of the data and documents expected from all field work projects funded by the DSC-RTP. A short description of each deliverable follows the checklist. Examples and templates are also included where appropriate. The Regional Team lead has primary responsibility for all deliverables working closely with the principal investigator (PI) of each activity. This document outlines the *typical* requirements and schedule. Modifications to the required products and delivery schedule should be agreed upon in advance between the Team Lead, PI and DSC-RTP leadership. It is critical that products are delivered in a form *suited for public release*. Issues regarding the timing of public release of data should also be discussed in advance of field activities.

Questions regarding these requirements should be directed to the DSC-RTP Data Systems Manager: Robert McGuinn, robert.mcguinn@noaa.gov, (843)-762-8640

Checklist of DSC-RTP Deliverables and Schedule

Pre-Cruise

- Fill out data input form (1 per cruise or survey). DSCRTP will follow up post-cruise to capture any changes.

Within 90 days from the end of the cruise/survey

- Imagery: videos and photos (in-situ and on deck)
- Quick look report
 - One page narrative of cruise/survey results
 - Dive summary table(s)
 - Sample log(s)
 - Dive log(s)
 - Highlight images
 - Figure showing geographic extent of activities

Within 1 year from conclusion of a survey event

- Conductivity, temperature, depth profiler (CTD) and other sensor data (see note)*
- Multibeam bathymetry and backscatter data (see note)**
- Processed vessel (ship) and vehicle navigation (ROV, AUV, submersible, etc)
- Site characterization report(s)
- Coral and sponge records from completed surveys (national database format)

At the end of the 3 year project period(s)

- Three year final report
- Modeling results

As available

- Copies of peer-reviewed and other technical publications from funded activities.

* NOAA funded CTD and other oceanographic sensor data will be archived at the NOAA National Oceanographic Data Center (NODC) [<http://www.nodc.noaa.gov/>].

** NOAA funded multibeam bathymetry data will be archived at the NOAA National Geophysical Data Center (NGDC) [<http://www.ngdc.noaa.gov/>].

Guidance on Deliverables

Pre-cruise or survey

Data Input Form and Data Management Agreement

Description: Each data provider is required to fill out a data input form which includes a data management agreement section. The data input form is meant to capture a detailed description of each data collection effort and will be used to populate formal metadata for archive and retrieval. The data management agreement at the end of the data input form will establish a clear understanding between the data provider and DSC-RTP.

90 days after the cruise or survey

Imagery: videos and photos

Description: All in-situ and on deck video and still imagery from the cruise or survey. Images and video should include an overlay showing horizontal and vertical geographic position and date/time (x,y, z, t), or an associated file that includes this information linked to file names. All in-situ photos and videos should be clearly organized by folders named according to the dive ID.

Quick look report(s)

Description: Brief report summarizing cruise accomplishments, highlighting relevant information for management applications, such as species observed, number of events (dives or tows), time on bottom, the number and types of samples collected. Includes sample and dive logs and highlight images with captions.

Sample log (s)

Description: List of all physical specimens collected during the funded activity. Each individual sample log entry should include longitude and latitude in decimal degrees, depth in meters, dive number (EventID), time and date (UTC if possible), with links to still images of the specimen in-situ and on-deck (preferably with scale and SampleID).

Dive/tow summary table

Description: A table that summarizes all dives on a cruise. The table should have one row for each dive and include the following columns: cruiseID, date, dive number (EventID), vehicle, sampling equipment, in water time and position, on bottom time and position, off bottom time and position, out of water time and position

Dive log(s)

Description: A log that describes all of the relevant details for a given dive. The dive log should include the dive number for linking back to all of the information included in the dive summary table.

Within 1 year from conclusion of a survey event

CTD and other sensor data

Description: Conductivity, temperature, depth (CTD) and other oceanographic sensor data from either downcasts made from ship, or instruments mounted on vehicles. NOAA funded CTD and other oceanographic sensor data will be archived at the NOAA National Oceanographic Data Center (NODC) [<http://www.nodc.noaa.gov/>].

Multibeam bathymetry

Description: The “raw” files from the sonar unit for archive and backup purposes. NOAA funded multibeam bathymetry data are required to be archived at the NOAA National Geophysical Data Center (NGDC) [<http://www.ngdc.noaa.gov/>].

Vessel navigation

Description: Horizontal geographic position and time stamp (x,y, t) from the vessel-based navigation system.

Vehicle navigation (ROV, AUV, submersible, etc)

Description: Horizontal and vertical geographic position and time stamp (x,y,z) from the vehicle-based navigation system.

Site characterization report(s)

Description: A detailed and formatted description of the habitat found at each research site/locality in the format provided below.

At the end of the 3 year project period(s)

Coral and sponge observations for the DSC-RTP National Database

Description: Presence only observations for corals, sponges, and fish observed during the funded activity in the prescribed DSC-RTP format, derived from the still photo and video analysis. Please follow the prescribed schema.

At the end of the 3 year project period

Models and model outputs

Description: All software code and copies of inputs, outputs, and reports from models developed under the auspices of DSC-RTP funding. This should include a narrative report as well as a data package with formal metadata. DSC-RTP can assist in the creation of metadata if needed.

Three year final report

Description: A compendium of site characterization reports with additional regional scale analysis and synthesis narrative.

As available

Copies of publications resulting from funded activities

Description: Any publications or technical reports resulting from the funded activities.