Submit

What is it?

After quality assurance and structured description, you might want to transfer your data from your private research domain to a **shared research domain**. GFBio will offer supporting tools for a semi-automated and easy submission process to transfer your data to a specialized archive or data center. These infrastructures often supply guidelines about which metadata standard to prefer and which format to use, as well as terms of reuse and citation. In general, it is expected that data are submitted to a long-term data center to be preserved and available for discovery. GFBio offers long term storage of your data by our collaborating archives and data centers. However, to submit your data does not imply open access to them! During submission you can often decide between different options regarding the availability of the data:

- **Preserved and curated:** Ask yourself if the data are save where you submitted them (internal server) and from which devices they are accessible.
- **Available, but with restriction:** for example downloadable 'on request'. Depending on the policy of the journal, where you want to submit your article and on the options of the data center, you may select an embargo until your journal article is published and/or a post-publication-embargo.
- **Immediately available for reuse:** Downloadable, reusable and citable data.

How to do it?

1. Select data that will be most useful for future data users. What are the significant properties of your data? What you want people to be able to do with your data?
2. Check data against spyware or malware.
3. Assess the metadata (technical and descriptive): ensure correct description and compatible formats. Eventually provide a cleaning protocol. Use common keywords and ontologies to help other users to find your data.
4. Prepare the data to fulfil the achieve standards, so that they are digestible. A curator ensures that your data package is ready for submission.
5. Choose a status for the availability of your data (immediately available, on request).
6. Upload your metadata. Press the submission button to finish the submission process of your metadata and to get a persistent identifier for your data.

Who does it?

Ideally everybody who is producing data (e.g. a geneticist)

Key elements:

- Prepare your data for submission at the GFBio-Portal (metadata, format).
- Choose a status of availability.
- Upload your metadata.

Useful links

http://www.dcc.ac.uk/resources/how-guides/license-research-data (DCC Licensing data)
https://www.dataone.org/best-practices (Best-Practices-Primer)
http://arrow.monash.edu.au/vital/access/manager/Repository/monash:7533