

# **THE BENTHIC MICROALGAL SUBSIDY IN ESTUARINE ECOSYSTEMS**

## **DATA POLICY COMPLIANCE**

The project investigators will comply with the data management and dissemination policies described in the NSF Award and Administration Guide (AAG, Chapter VI.D.4) and the NSF Division of Ocean Sciences Sample and Data Policy.

## **PRE-FIELD SAMPLING PLANNING**

Pre-field sampling planning will be done via teleconferencing and a planning workshop. Detailed plans for station locations, instrument deployment, water sampling strategy, and water sample allocation will be written up as a science implementation plan. The actual sampling events will be recorded on paper logs (scanned into PDF documents) and/or in a digital event log using the R2R event logger application (if available).

## **DESCRIPTION OF DATA TYPES**

The project will produce several observational and experimental datasets. In addition to the datasets, educational resources produced by the project, including data and images, will be made available for public use on the COSEE.net website.

## **DATA AND METADATA FORMATS AND STANDARDS**

Field observation data will be stored in flat ASCII files, which can be read easily by different software packages. Field data will include date, time, latitude, longitude, as appropriate. Quality flags will be assigned according to the ODS IODE Quality Flag scheme (IOC Manuals and Guides, 54, volume 3; [http://www.iode.org/mg54\\_3](http://www.iode.org/mg54_3) ). Metadata will be prepared in accordance with BCO-DMO conventions (i.e. using the BCO-DMO metadata forms) and will include detailed descriptions of collection and analysis procedures.

## **DATA STORAGE AND ACCESS DURING THE PROJECT**

The investigators will store project data (including spreadsheets, ASCII files, images, and PDFs of scanned logs) on laboratory computers that are backed up by the University's central IT organization. Personal computers in all laboratories are backed up daily to an onsite external hard drive, and weekly to an offsite hard drive.

## **MECHANISMS AND POLICIES FOR ACCESS, SHARING, RE-USE, AND RE-DISTRIBUTION**

Immediately after completion of the field sampling, metadata will be submitted to the Rolling Deck to Repository (R2R) project. Data sets produced by the science party will be made available through the

BCO-DMO data system within two-years from the date of collection. The project investigators will work with BCO-DMO data managers to make project data available online in compliance with the NSF OCE Sample and Data Policy. Data, samples, and other information collected under this project can be made publicly available without restriction once submitted to the public repositories.

Data produced by this project may be of interest to chemical and biological oceanographers, and climate scientists interested in the role of biogeochemistry in the global climate system. We will adhere to and promote the standards, policies, and provisions for data and metadata submission, access, re-use, distribution, and ownership as prescribed by the BCO-DMO Terms of Use (<http://www.bco-dmo.org/terms-use>).

## **PLANS FOR ARCHIVING**

BCO-DMO will also ensure that project data are submitted to the appropriate national data archive. The PI will work with R2R and BCO-DMO to ensure data are archived appropriately and that proper and complete documentation are archived along with the data.

## **ROLES AND RESPONSIBILITIES**

Each PI will be responsible for sharing his/her subset of data among the project participants in a timely fashion. The Lead PI, J. Pinckney, will coordinate the overall data management and sharing process and will submit the project data, and metadata to the Biological and Chemical Oceanography Data Management Office (BCO-DMO) who will be responsible for forwarding these data and metadata to the appropriate national archive.