

How can researchers register data for the next GEOTRACES Intermediate Data Product (IDP)?

Go to the GEOTRACES IPO web site: <https://GEOTRACES.org>

The screenshot shows the GEOTRACES website homepage. At the top, there is a navigation bar with the following links: ABOUT, SCIENCE, CRUISES, DATA, INTERCALIBRATION, MEETINGS, and LIBRARY. To the right of these links are additional links: News, Outreach, and Jobs & funds. The main header features the GEOTRACES logo on the left and the SCOR logo in the center. Below the logos is a large banner image showing an underwater view of a research vessel's deck with various scientific instruments. The text on the banner reads: "GEOTRACES" in large white letters, followed by "An International Study of the Marine Biogeochemical Cycles of Trace Elements and Isotopes" in smaller white text. In the bottom left corner of the banner, there is a logo for the "2021-2030 United Nations Decade of Ocean Science for Sustainable Development". Below the banner is a row of six icons with corresponding text: HIGHLIGHTS (star icon), DOOR PORTAL (database icon), CRUISES & MAPS (ship icon), COOKBOOK (magnifying glass icon), PUBLICATIONS (document icon), and MAILING LIST (envelope icon). At the bottom of the page, there are three sections: "News" with a sub-section "CONGRATULATIONS TO GIDEON", "Science Highlights" with a sub-section "Mackenzie River" and a map, and "Follow us" with a sub-section "Tweets by @geotraces".



GEOTRACES Intermediate Data Product 2021

- Bulk Data Download
- Subset Data Download (WebODV Extractor)
- Data Exploration (WebODV Explorer)
- eGeotraces Atlas
- IDP2017 References
- IDP2014 References
- IDP related helpful tools

Data Management

Building IDP

- What are the data in IDP – FLOW CHART!
- GEOTRACES DOoR**
- Data Policy
- IDP2021 Fair Use Document
- Parameter Naming Conventions
- Quality Flag Policy

Historical TEI

GEOTRACES Parameter Names

GEOTRACES Parameter Definition Committee

[Go to GDAC site](#)

Trace Elements and Isotopes



[HIGHLIGHTS](#)

[DOoR PORTAL](#)

[CRUISES & MAPS](#)

[COOKBOOK](#)

[PUBLICATIONS](#)

[MAILING LIST](#)

News

Science Highlights

Follow us





Welcome to the GEOTRACES Data for Oceanic Research (DOoR) Portal

The GEOTRACES DOoR is for:

- » Scientists to register datasets for inclusion in GEOTRACES Data Products and track its status. The registration process should take about 15 minutes for first time users.
- » Providing ORCIDs for other scientists to be associated with each dataset (graduate students, postdocs, etc.).
- » Generating and downloading templates needed to submit intercalibration reports, submitting and/or resubmitting your intercalibration reports and tracing their progress.
- » Generating and downloading data templates to be used for data submission to the appropriate data centre and track the status of inclusion in IDP.
- » Scientists to provide permission for the inclusion of your data in GEOTRACES Data Products.
- » Providing DOIs of publications that include your data.

This is not a replacement for data submission to GDAC or the relevant US/Dutch/French/Chinese national data centre.

For further information please refer to the flow chart "[How to Ensure that your data are in Intermediate Data Product 2021 \(IDP2021\)](#)".

DOoR tutorials - Detailed information on the DOoR functions is available on the [How to document](#) or on the *Video guide* available on [Youtube](#) and [Youku](#) (for Chinese researchers).



A version 2 of the GEOTRACES DOoR portal was released in July 2020. The new version allows for both principal investigators (PI's) and associated researchers such as students, postdocs, or technicians to register data and upload standards and intercalibration reports in the DOoR portal. [Learn more.](#)

Please use your ORCID to login

Register or Connect your ORCID ID

The DOoR portal is the place to register the datasets you want to have included in the next IDP.



Welcome to the GEOTRACES Data for Oceanic Research (DOoR) Portal

The GEOTRACES DOoR is for:

- » Scientists to register datasets for inclusion in GEOTRACES Data Products and track its status. The registration process should take about 15 minutes for first time users.
- » Providing ORCIDs for other scientists to be associated with each dataset (graduate students, postdocs, etc.).
- » Generating and downloading templates needed to submit intercalibration reports, submitting and/or resubmitting your intercalibration reports and tracing their progress.
- » Generating and downloading data templates to be used for data submission to the appropriate data centre and track the status of inclusion in IDP.
- » Scientists to provide permission for the inclusion of your data in GEOTRACES Data Products.
- » Providing DOIs of publications that include your data.

This is not a replacement for data submission to GDAC or the relevant US/Dutch/French/Chinese national data centre.

For further information please refer to the flow chart [How to Ensure that your data are in Intermediate Data Product 2021 \(IDP2021\)](#).

DOoR tutorials - Detailed information on the DOoR functions is available on the [How to document](#) or on the *Video guide* available on [Youtube](#) and [Youku](#) (for Chinese researchers).



A version 2 of the GEOTRACES DOoR portal was released in July 2020. The new version allows for both principal investigators (PI's) and associated researchers such as students, postdocs, or technicians to register data and upload standards and intercalibration reports in the DOoR portal. [Learn more.](#)

Please use your ORCID to login



Register or Connect your ORCID ID

The DOoR is not used to submit your actual data files.

You must submit your data to the relevant US, Dutch, French, or Chinese national data centers or to the GEOTRACES Data Assembly Centre (GDAC at BODC), preferably using the data submission template you can download in Step 3.2



Welcome to the GEOTRACES Data for Oceanic Research (DOoR) Portal

The GEOTRACES DOoR is for:

- » Scientists to register datasets for inclusion in GEOTRACES Data Products and track its status. The registration process should take about 15 minutes for first time users.
- » Providing ORCIDiDs for other scientists to be associated with each dataset (graduate students, postdocs, etc.).
- » Generating and downloading templates needed to submit intercalibration reports, submitting and/or resubmitting your intercalibration reports and tracing their progress.
- » Generating and downloading data templates to be used for data submission to the appropriate data centre and track the status of inclusion in IDP.
- » Scientists to provide permission for the inclusion of your data in GEOTRACES Data Products.
- » Providing DOIs of publications that include your data.

This is not a replacement for data submission to GDAC or the relevant US/Dutch/French/Chinese national data centre.

For further information please refer to the flow chart "[How to Ensure that your data are in Intermediate Data Product 2021 \(IDP2021\)](#)".

DOoR tutorials - Detailed information on the DOoR functions is available on the [How to document](#) or on the *Video guide* available on [Youtube](#) and [Youku](#) (for Chinese researchers).



A version 2 of the GEOTRACES DOoR portal was released in July 2020. The new version allows for both principal investigators (PI's) and associated researchers such as students, postdocs, or technicians to register data and upload standards and intercalibration reports in the DOoR portal. [Learn more.](#)

Please use your ORCID to login



The software generates a database of scientists, cruises, and parameters so that we can track the entire process of registering data for the next IDP.



Welcome to the GEOTRACES Data for Oceanic Research (DOoR) Portal

The GEOTRACES DOoR is for:

- » Scientists to register datasets for inclusion in GEOTRACES Data Products and track its status. The registration process should take about 15 minutes for first time users.
- » Providing ORCIDs for other scientists to be associated with each dataset (graduate students, postdocs, etc.).
- » Generating and downloading templates needed to submit intercalibration reports, submitting and/or resubmitting your intercalibration reports and tracing their progress.
- » Generating and downloading data templates to be used for data submission to the appropriate data centre and track the status of inclusion in IDP.
- » Scientists to provide permission for the inclusion of your data in GEOTRACES Data Products.
- » Providing DOIs of publications that include your data.

This is not a replacement for data submission to GDAC or the relevant US/Dutch/French/Chinese national data centre.

For further information please refer to the flow chart "How to Ensure that your data are in Intermediate Data Product 2021 (IDP2021)"

DOoR tutorials - Detailed information on the DOoR functions is available on the [How to document](#) or on the *Video guide* available on [Youtube](#) and [Youku](#) (for Chinese researchers).



A version 2 of the GEOTRACES DOoR portal was released in July 2020. The new version allows for both principal investigators (PI's) and associated researchers such as students, postdocs, or technicians to register data and upload standards and intercalibration reports in the DOoR portal. [Learn more](#).

Please use your ORCID to login



Register or Connect your ORCID ID

There are links to a PDF tutorial and a video tutorial.

Highly recommended!



Welcome to the GEOTRACES Data for Oceanic Research (DOoR) Portal

The GEOTRACES DOoR is for:

- » Scientists to register datasets for inclusion in GEOTRACES Data Products and track its status. The registration process should take about 15 minutes for first time users.
- » Providing ORCIDs for other scientists to be associated with each dataset (graduate students, postdocs, etc.).
- » Generating and downloading templates needed to submit intercalibration reports, submitting and/or resubmitting your intercalibration reports and tracing their progress.
- » Generating and downloading data templates to be used for data submission to the appropriate data centre and track the status of inclusion in IDP.
- » Scientists to provide permission for the inclusion of your data in GEOTRACES Data Products.
- » Providing DOIs of publications that include your data.

This is not a replacement for data submission to GDAC or the relevant US/Dutch/French/Chinese national data centre.

For further information please refer to the flow chart "[How to Ensure that your data are in Intermediate Data Product 2021 \(IDP2021\)](#)".

DOoR tutorials - Detailed information on the DOoR functions is available on the [How to document](#) or on the *Video guide* available on [Youtube](#) and [Youku](#) (for Chinese researchers).

i A version 2 of the GEOTRACES DOoR portal was released in July 2020. The new version allows for both principal investigators (PI's) and associated researchers such as students, postdocs, or technicians to upload data and upload standards and intercalibration reports in the DOoR portal. [Learn more.](#)

Please use your ORCID to login

 Register or Connect your ORCID ID

Click "Please use your ORCID to login."

If you don't have an ORCID ID, you will be prompted to register for one.

This is required.

GeoTraces data portal

geotraces-portal.sedoo.fr/pi/?code=xwCaC4

William Landing - Logout



Welcome to the GEOTRACES Data for Oceanic Research (DOoR) Portal

Please complete, correct or confirm your email and affiliation:

Note: We want to ensure this information is kept up-to-date for communication purposes and to ensure proper acknowledgement of your data. For these reasons, we request that you confirm or modify this information each time you log in (modifications can be made simply by typing over existing information). Thank you for your understanding and cooperation.

Email address confirmation awaited
wlanding@fsu.edu

RE-SEND THE CONFIRMATION EMAIL

Affiliation
Florida State University

OK

The first time you log in you will need to enter your institutional email and affiliation.

You need to confirm this each time you log in so we can maintain an accurate list of DOoR users.

Click "OK" when the information is correct.

Geotraces data portal

geotraces-portal-test.sedoo.fr/pi/?code=9QcqR8

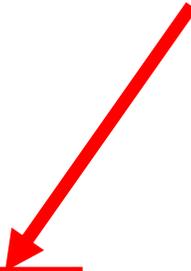
William Landing - Logout
Help



Welcome to the GEOTRACES Data for Oceanic Research (DOoR) Portal

- » Step 1 - Register datasets
- » Step 2 - Indicate principal investigators and associated researchers
- » Step 3 - Generate intercalibration report and data submission templates
- » Step 4 - Upload intercalibration reports
- » Step 5 - Give permission to use my data in the IDP
- » Step 6 - Provide publication information
- » List my datasets
- » Update your email and/or affiliation

IMPORTANT ! A major change with IDP2021 is our move away from the formal registration step towards adherence to a fair use agreement available [here](#), to cover appropriate recognition of associated researchers in the subsequent usage of IDP2021. Note that data in IDP2017 will be rolled over to IDP2021 under [this fair use agreement](#). If you do not wish your data to be rolled over from IDP2017 to IDP2021, you must inform the GEOTRACES IPO (ipo@geotraces.org).



4:27 PM
7/12/2020

Please note the IMPORTANT announcement that we changed from a required “registration step” to the Fair Use Agreement for people to access data in IDP2021 and in future GEOTRACES IDPs.

Please click the link to read the Fair Use Agreement and understand its intentions and applications

Geotraces data portal

geotraces-portal-test.sedoo.fr/pi/?code=9QcqR8

William Landing - Logout
Help ?



Welcome to the GEOTRACES Data for Oceanic Research (DOoR) Portal

- » Step 1 - Register datasets
- » Step 2 - Indicate principal investigators and associated researchers
- » Step 3 - Generate intercalibration report and data submission templates
- » Step 4 - Upload intercalibration reports
- » Step 5 - Give permission to use my data in the IDP
- » Step 6 - Provide publication information
- » List my datasets
- » Update your email and/or affiliation

! IMPORTANT ! A major change with IDP2021 is our move away from the formal registration step towards adherence to a fair use agreement available [here](#), to cover appropriate recognition of associated researchers in the subsequent usage of IDP2021. Note that data in IDP2017 will be rolled over to IDP2021 under [this fair use agreement](#). If you do not wish your data to be rolled over from IDP2017 to IDP2021, you must inform the GEOTRACES IPO (ipo@geotraces.org).

Windows taskbar: Inboxes, FSU Foun..., Geotraces..., DOoR Por..., GEOTRAC..., 4:27 PM 7/12/2020

Step 1: The first step is to identify the datasets you want to register.

There are many steps to register a dataset, too many to cover in this short presentation.

Please watch the video tutorial and read the PDF tutorial where each step is explained.

Very briefly, you can register datasets from a GEOTRACES cruise or “compliant” data that meet certain criteria.

You can select your cruise and your parameters from our extensive lists.

Geotraces data portal

geotraces-portal-test.sedoo.fr/pi/?code=9QcqR8

William Landing - Logout
Help ?



Welcome to the GEOTRACES Data for Oceanic Research (DOoR) Portal

- » Step 1 - Register datasets
- » Step 2 - Indicate principal investigators and associated researchers
- » Step 3 - Generate intercalibration report and data submission templates
- » Step 4 - Upload intercalibration reports
- » Step 5 - Give permission to use my data in the IDP
- » Step 6 - Provide publication information
- » List my datasets
- » Update your email and/or affiliation

IMPORTANT ! A major change with IDP2021 is our move away from the formal registration step towards adherence to a fair use agreement available [here](#), to cover appropriate recognition of associated researchers in the subsequent usage of IDP2021. Note that data in IDP2017 will be rolled over to IDP2021 under [this fair use agreement](#). If you do not wish your data to be rolled over from IDP2017 to IDP2021, you must inform the GEOTRACES IPO (ipo@geotraces.org).

Windows taskbar: Inboxes, FSU, Geotraces, DOoR Portal, Word, PowerPoint, GEOTRACES, 4:27 PM 7/12/2020

For GEOTRACES data products, a dataset is defined on a cruise-by-cruise basis and on a parameter-by-parameter basis (because this is how the Intercalibration process is organized).

When a dataset may have been generated by more than one scientist, each scientist can register their portion of the dataset or one of the scientists can assume the responsibility for registering the entire dataset on behalf of the other scientists.

Please contact the GEOTRACES Data Assembly Center (GDAC) at BODC (geotraces.dac@bodc.ac.uk) if you have questions about this.

Geotraces data portal

geotraces.portal.sedoo.fr/pi/?code=xwCaC4#

William Landing - Logout



Step 1 - Register datasets

[BACK TO MENU](#)

1.1 Select a cruise:
Scroll down and check the cruise associated with the dataset(s) to be registered.

[Missing cruise?](#)

You can indicate part of id/aliases to filter the list

Id	Geotraces id	Aliases	Start date	End date	
KN193-6		InterCal 1 Leg2	2008-06-28	2008-07-11	<input type="radio"/>
KN193-5		InterCal 1 Leg1	2008-06-07	2008-06-26	<input type="radio"/>
GEOVIDE	GA01		2014-05-14	2014-06-29	<input type="radio"/>
PE319	GA02 Leg1	64PE319	2010-04-27	2010-05-25	<input type="radio"/>
PE321	GA02 Leg2	64PE321	2010-06-10	2010-07-07	<input type="radio"/>
JC057	GA02 Leg3		2011-03-01	2011-04-05	<input type="radio"/>
KN204	GA03		2011-11-05	2011-12-10	<input type="radio"/>

None of the above, this is a request for **compliant data**.

Step 1.1: Select a Cruise

You can scroll through the list of GEOTRACES cruises, or search using part of the cruise ID, GEOTRACES ID, or cruise alias.

Geotraces data portal

geotraces portal.sedoo.fr/pi/?code=xwCaC4#

William Landing - Logout



Step 1 - Register datasets

[BACK TO MENU](#)

1.1 Select a cruise:

Scroll down and check the cruise associated with the dataset(s) to be registered.

[Missing cruise?](#)

You can indicate part of id/aliases to filter the list

Id	Geotraces id	Aliases	Start date	End date	
KN193-6		InterCal 1 Leg2	2008-06-28	2008-07-11	<input type="radio"/>
KN193-5		InterCal 1 Leg1	2008-06-07	2008-06-26	<input type="radio"/>
GEOVIDE	GA01		2014-05-14	2014-06-29	<input type="radio"/>
PE319	GA02 Leg1	64PE319	2010-04-27	2010-05-25	<input type="radio"/>
PE321	GA02 Leg2	64PE321	2010-06-10	2010-07-07	<input type="radio"/>
JC057	GA02 Leg3		2011-03-01	2011-04-05	<input type="radio"/>
KN204	GA02		2011-11-05	2011-12-10	<input type="radio"/>
<input checked="" type="radio"/>	None of the above, this is a request for compliant data .				

If you want to register “Compliant Data”, click the button and provide the cruise ID or give an alias to the cruise.

More details at:
<https://www.bodc.ac.uk/geotraces/cruises/>

And:
https://www.geotraces.org/wp-content/uploads/2020/10/IDP2021_Guide_for_cruise_Oct20.pdf

1.2 Select one or more parameters:

You can select parameters to be registered using either the **Parameter Search Tool** or the **Parameter Tree Exploration Tool**, and may switch seamlessly between these tools at any time. The Parameter Search Tool is ideal for exploring and verifying parameter names. If you have multiple parameters, we recommend using the Parameter Tree Exploration Tool (where complete parameter names, with their definitions, are sorted alphabetically for each Domain) to facilitate the selection of multiple parameters across domains, elements, phases, and sampling systems.

The Parameter Search Tool displays a series of "tokens" (with their definitions) that reflect the structure of GEOTRACES parameter names, which are organised by Domains. For more information, see [this document](#). To add another parameter using this tool just select another parameter and you will see this added to the selected parameters below.

If you select only one parameter for a cruise, then an intercalibration report template and a data submission template will be generated for this parameter only. Templates for multiple parameters are generated by selecting multiple parameters USING EITHER PARAMETER TOOL.

» Click the Trash Can icon next to any parameter to delete it from the current list.
» Click OK when you are done selecting parameters for this cruise.

Parameter Search Tool

Switch to Parameter Tree Exploration Tool

Domain	Element / Compound	Oxidation state (opt.)	Atomic mass (opt.)	Phase	Data type	Sampling system
AEROSOLS	ACETATE	-	-	A_SMLI20 (Aerosol / Soluble mild leach with ultrapure water)	CONC (Concentration)	COARSE_IMPACTOR (Size-fraction)

Parameter name: ACETATE_A_SMLI20_CONC_COARSE_IMPACTOR
Parameter description: Soluble portion of larger size fraction of acetate concentration in aerosols collected with size fractionation using a weak leach (ultrapure water)

Selected parameters

You haven't selected any parameter.

OK

BACK TO MENU

Step 1.2: After selecting your cruise:

Select the parameters/datasets you want to register.

There are two ways to select your parameters; the Parameter Search Tool and the Parameter Tree Exploration Tool.

Use either method, or both!

Click the blue + button to add parameters to your list.

GeoTraces data portal

geotraces-portal.sedoo.fr/pi/?code=xwCaC4#

1.2 Select one or more parameters:

You can select parameters to be registered using either the **Parameter Search Tool** or the **Parameter Tree Exploration Tool**, and may switch seamlessly between these tools at any time. The Parameter Search Tool is ideal for exploring and verifying parameter names. If you have multiple parameters, we recommend using the Parameter Tree Exploration Tool (where complete parameter names, with their definitions, are sorted alphabetically for each Domain) to facilitate the selection of multiple parameters across domains, elements, phases, and sampling systems.

The Parameter Search Tool displays a series of "tokens" (with their definitions) that reflect the structure of GEOTRACES parameter names, which are organised by Domains. For more information, see [this document](#). To add another parameter using this tool just select another parameter and you will see this added to the selected parameters below.

If you select only one parameter for a cruise, then an intercalibration report template and a data submission template will be generated for this parameter only. Templates for multiple parameters are generated by selecting multiple parameters USING EITHER PARAMETER TOOL.

- » Click the Trash Can icon next to any parameter to delete it from the current list.
- » Click OK when you are done selecting parameters for this cruise.

Missing parameter?

Parameter Search Tool

Switch to Parameter Tree Exploration Tool

Domain	Element / Compound	Oxidation state (opt.)	Atomic mass (opt.)	Phase	Data type	Sampling system
DISSOLVED TEIS	Fe	-- None --	-- None --	D (Dissolved)	CONC (Concentration)	BOTTLE (Niskin or similar water)

Parameter name: Fe_D_CONC_BOTTLE
Parameter description: Concentration of dissolved Fe

Selected parameters

Currently, you have selected 1 parameter.

- » Fe_D_CONC_BOTTLE (Concentration of dissolved Fe)

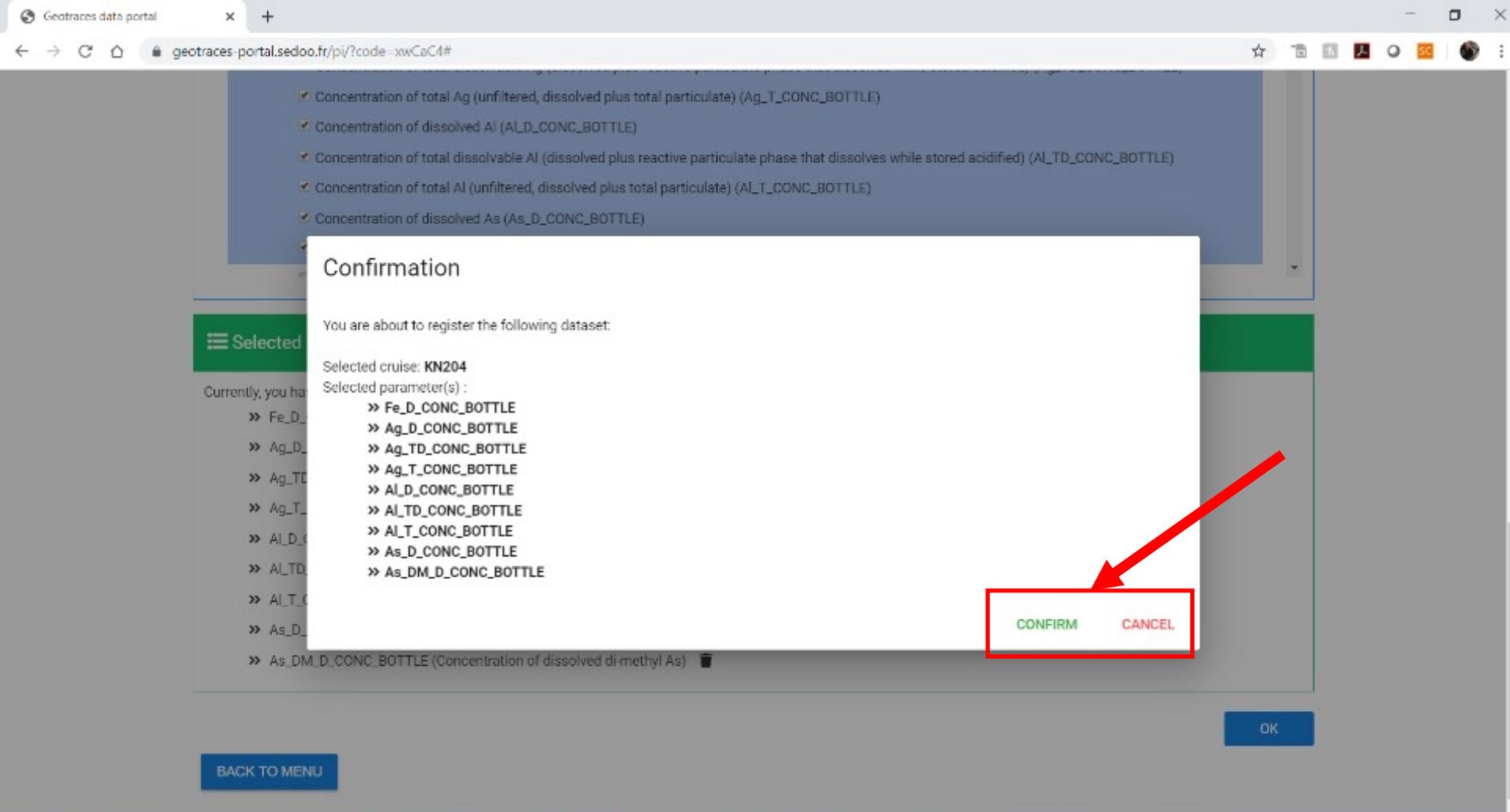
OK

BACK TO MENU

Step 1.2 (cont.)

Your parameters will appear in a list below.

Once you have selected all the parameters you want to register for this cruise, click the blue OK button and a popup will appear.



Step 1.2 (cont.)

If you CONFIRM, this will create dataset registrations where each parameter is assigned a unique 6-digit “bar-code”, linking each parameter with a particular cruise and with the scientist who is registering the dataset.

Geotraces data portal

geotraces-portal.sedoo.fr/pi/?code=xwCaC4#

William Landing - Logout



Step 3 - Generate intercalibration report and data submission templates

[BACK TO MENU](#) [← TO PREVIOUS STEP](#)

On this page, you can generate and download formatted templates for intercalibration reports (step 3.1) and data submission files (step 3.2) with your selected registered dataset(s).

The registered data now has a set of barcodes to uniquely identify each parameter for a specific cruise. These barcodes will be used to identify and track each dataset through the intercalibration and data submission process. Each barcode consists of the parameter name followed by 6-alphanumeric characters separated by a ":" (e.g. ALD_CONC_BOTTLE:cf2g1p). The barcode is also included in the header of each data column in the data submission template you can download in Step 3.2.

IMPORTANT: You must not alter the headers, including the barcode(s), in the downloadable intercalibration report template, or the column headers in the downloadable data submission spreadsheet.

Please note: The intercalibration report template(s) generated on this page (step 3.1) should be used to prepare your intercalibration report, which is then submitted through this portal (step 4). If you have any questions about filling out the intercalibration report, please contact the S&I committee co-chairs at sic@geotraces.org.

The data submission template generated on this page (step 3.2) must be used to organise your data for submission by email to your data centre (GEOTRACES Data Assembly Centre, GDAC - geotraces.dac@bodc.ac.uk - or the US/Dutch/French/Chinese national data centres). If your data has already been submitted without using this template, please contact GDAC - geotraces.dac@bodc.ac.uk - for guidance on how to associate the correct parameter names and bar code assignments with your registered dataset.

Submission of intercalibration reports can be done concurrently with submission of data files.

First, select on of the cruises for which you have already registered a dataset:

Skipping Step 2 for the moment, go to Step 3:

Step 3: Generating intercalibration report and data submission templates.

Ensuring the accuracy, reliability, and inter-comparability of the data is an essential component of GEOTRACES.

This is supervised by the Standards and Intercalibration Committee (S&I).

S&I works with PIs and data generators to produce datasets of the highest possible quality.

Read the general instructions for preparing intercalibration reports.

Geotraces data portal

geotraces-portal.sedon.fr/oi/?code=xwCaC4#

First, select on of the cruises. If you have already registered a dataset:

Cruise
KN204

Cruise:

Id	KN204
Geotraces id	GA03
Aliases	
Dates	2011-11-05 - 2011-12-10

3.1 Intercalibration report template for registered datasets from selected cruise:

You can combine several datasets into one single intercalibration report by selecting parameter names and clicking on the "Group" button below. If you wish to submit an individual intercalibration report for each registered parameter/dataset, please download the intercalibration report template for each parameter/dataset.

Code	Intercalibration report template	Select All
Fe_D_CONC_BOTTLE::du1ll6	Download	<input type="checkbox"/>
Ag_D_CONC_BOTTLE::eynsgy	Download	<input type="checkbox"/>
Ag_TD_CONC_BOTTLE::qdprox	Download	<input type="checkbox"/>
Ag_T_CONC_BOTTLE::6gwjsc	Download	<input type="checkbox"/>
Al_D_CONC_BOTTLE::hp6ct4	Download	<input type="checkbox"/>

Scroll down to select the cruise where you have registered datasets, and a list of those datasets will appear, showing the parameter name and the unique barcode that was attached to it.

It is essential that you retain the unique headers and barcodes that associate you (the data submitter) with each cruise and each parameter in your datasets. These barcodes will be used to track each parameter in each dataset through every step.

You can download Intercalibration report templates for each parameter.

Geotraces data portal

geotraces-portal.sedoo.fr/pli/?code=xwCaCA#

William Landing - Logout



Step 4 - Upload intercalibration reports

[BACK TO MENU](#) [TO NEXT STEP →](#)

Use this page to submit your intercalibration reports. To update or delete submitted intercalibration reports go to [List my datasets](#).

IMPORTANT: It is essential that you use the intercalibration report template. Please do not alter the headers, including the barcode(s), in the downloadable intercalibration report template. You must also use the barcode associated with each parameter name when submitting your data to GDAC (or US/French/Dutch/Chinese data centre) using the data submission template generated in the step 3.2.

PLEASE note that ONLY the S&I committee can view intercalibration reports submitted through this Portal.

First, select a cruise:

Cruise

 KN199-4

Cruise:

Id	KN199-4
Geotraces Id	GA03
Aliases	

Step 4: Uploading Intercalibration reports

You must use the Intercalibration report template files that you downloaded in Step 3.1

These will be reviewed by the GEOTRACES Standards and Intercalibration Committee (S&I).

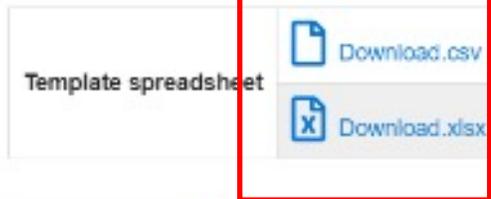
Click the "Cruise" line to select a cruise for which you registered one or more datasets.

Upload Intercalibration reports for each dataset.

3.2 Data template for registered datasets from selected cruise:

Use this spreadsheet template (.csv or .xls) to prepare your data for submission to GDAC (or US/French/Dutch/Chinese data centre). Note that your data are not to be submitted through DOoR. Do not change the parameter names or the bar code assignments. If your data has already been submitted without using this template, please contact GDAC (geotraces.dac@bodc.ac.uk) for guidance on how to associate the correct parameter names and bar code assignments with your dataset.

IMPORTANT: Email your full data set to GDAC (or US/French/Dutch/Chinese data centre) along with the metadata using the metadata form available on the [GDAC website](#) or [BCO-DMO website](#) for US researchers.



BACK TO MENU

← TO PREVIOUS STEP

Step 3.2: Data submission template files

You can download Data Submission template files (Excel or .csv text format) that will show your dataset registrations and every parameter (with its barcode).

This template should be used to submit your actual data to the US, Dutch, French, or Chinese data center or to GDAC, because it contains the correct GEOTRACES parameter names and units and has the barcodes that allow us to track each dataset.

AutoSave (Ctrl) data template (b).xlsx - Excel William Landing

File Home Insert Draw Page Layout Formulas Data Review View Help Acrobat

Clipboard Font Alignment Number Styles Cells Editing Ideas

Calibri 11 General Conditional Formatting Format as Table Cell Styles Insert Delete Format AutoSum Fill Clear Sort & Filter Find & Select

A1 X ✓ fx PI (passport name)

A	B	C
PI (passport name)	William Landing	
ORCID	0000-0002-7514-3247	
Cruise ID	KN204	
GEOTRACES CRUISE ID	GA03	
Cruise Alias		
NOTE: Please do not edit these cells because they help identify your data set registration.		
(*) The information marked with an asterisk need to be consistent with cruise logs available in the cruise report and/or with the Chief scientist.		
NOTE: Please enter enough information to uniquely identify your data set.		
	Column title	Station ID*
	Unit/Format	None

Step 3.2: The data submission template.

The data submission template includes some metadata for each cruise.

Please pay attention to the notes about NOT changing or editing certain cells.

dataTemplate (6).xlsx - Excel

File Home Insert Draw Page Layout Formulas Data Review View Help Acrobat

Clipboard Font Alignment Number Styles Editing

PI (passport name)

PI (passport name)	William Landing											
ORCID	0000-0002-7514-3247											
Cruise ID	KN204											
GEOTRACES CRUISE ID	GA03											
Cruise Alias												
NOTE: Please do not edit these cells because they help identify your data set registration.												
[*] The information marked with an asterisk need to be consistent with cruise logs available in the cruise report and/or with the Chief scientist.												
NOTE: Please enter enough information to uniquely identify your data set.												
Column title	Station ID*	Start Date (UTC)*	Start Time (UTC)*	End Date (UTC)*	End Time (UTC)*	Start Latitude *	Start Longitude*	End Latitude *	End Longitude*	Event ID*	Sample ID*	Sample Depth*
Unit/Format	None	[dd/mm/yyyy]	[hh:mm]	[dd/mm/yyyy]	[hh:mm]	[+N, -S] 3-decimal places	[+E, -W] 3-decimal places	[+N, -S] 3-decimal places	[+E, -W] 3-decimal places	None	None	[m]

https://www4.obs-mip.fr/geotraces/geotraces-quality-flag-policy/
NOTE: We recommend the use of the SeaDataNet flag scheme. If you use some other flag scheme, please enter a note about that.

We recommend using the SeaDataNet quality flag scheme:

<https://www.seadatanet.org/>

Enter information that is consistent with your cruise logs and cruise reports in the yellow highlighted columns.

The goal is to enter enough information to uniquely identify your dataset.

NOTE: The 6-digit barcode must not be changed. Please use this data template or add the barcodes to your data submission to GDAC or your data center.

NOTE: We prefer that you report 1SD precision, but please make it clear in your metadata if you use some other precision estimate and edit the 1SD text on lines 10 and 12.

NOTE: We prefer that you use the recommended units shown on line 13, but please make it clear in your metadata if you use other concentration units, and edit the concentration units on line 13.

Fe_D_CONC_BOTTLE::du1li6	1SD::Fe_D_CONC_BOTTLE::du1li6	Flag::Fe_D_CONC_BOTTLE::du1li6	Ag_D_CONC_BOTTLE::eynsgy	1SD::Ag_D_CONC_BOTTLE::eynsgy	Flag::Ag_D_CONC_BOTTLE::eynsgy	Ag_TD_CONC_BOTTLE::qdprox	1SD::Ag_TD_CONC_BOTTLE::qdprox
Fe_D_CONC_BOTTLE	1SD_Fe_D_CONC_BOTTLE	Flag_Fe_D_CONC_BOTTLE	Ag_D_CONC_BOTTLE	1SD_Ag_D_CONC_BOTTLE	Flag_Ag_D_CONC_BOTTLE	Ag_TD_CONC_BOTTLE	1SD_Ag_TD_CONC_BOTTLE
[pmol/kg]	[pmol/kg]	None	[pmol/kg]	[pmol/kg]	None	[pmol/kg]	[pmol/kg]

Scroll to the right in the data submission template to see the parameter names and barcodes.

Do not edit the headers or the barcodes!

You should enter the actual data for each parameter (in the preferred units), the precision of the measurements (1SD preferred), and the data quality flag.

After putting your data into this file, submit it to the US, Dutch, French or Chinese data center (or to GDAC).

If you have already submitted your data to your national data center (or to GDAC at BODC), we recommend that you contact Mohamed Adjou (GDAC, geotraces.dac@bodc.ac.uk) to discuss the most efficient way to associate your actual data with the parameter/datasets you are registering using the DOoR.

The result may be that you use this data submission template to re-submit your data. This is actually very easy to do!

Step 2 - Indicate principal investigators and associated researchers

[BACK TO MENU](#)
[← TO PREVIOUS STEP](#)
[TO NEXT STEP →](#)

Please enter the ORCID IDs of scientists whose names should be associated with each dataset, such as postdocs, grad students, or technicians using the orange pen tool on the right-hand side. Publication co-authors should not be included here.

Please also enter their email addresses (professional emails such as university or institute emails) and a validation email will be sent to each new email address. When validated, email addresses will appear in green. Note that if a validated email already exists, it will be suggested automatically.

When registering a dataset, you must also identify the PRINCIPAL INVESTIGATOR (PI). The PI is defined as the scientist who is ultimately responsible for granting permission for the data to be included in IDP2021. **Identifying the PI is required in order for you (or the PI) to submit intercalibration reports (see Step 4) and in order for you (or the PI) to grant permission for the data to be included in IDP2021 (see Step 5).** If you are not the PI, when you identify the PI in Step 2 the PI will automatically receive an email informing them that they have been identified as the PI for the dataset you have registered.

When a dataset may have been generated by more than one scientist (or co-PI) each scientist (or co-PI) can register their portion of the dataset or one of the scientists can register the entire dataset on behalf of the other scientists. In the latter case, all co-PIs should be added as associated researchers in Step 2 since everyone listed for each dataset will be acknowledged (in alphabetical order) in eGEOTRACES figures and in IDP2021. Please contact GDAC (geotraces.dac@bodc.ac.uk) if you have questions about this issue.

It is possible to transfer the information entered for one registered dataset to another registered dataset. To do this, please click on the buttons *Copy* and *Paste* available on the right-hand upper corner of each column. In case of error, you can modify the PI selected at any time by clicking on the name of the PI.

Associated scientists		Search <input type="text"/>	
^ Cruise	Registered dataset	Associated researcher(s)	Principal investigator
KK1903	Cu_A_T_CONC_LOWVOL::w0n71d	-	William Landing
KK1903	ACETATE_A_SMLH2O_CONC_COARSE_IMPACTOR::mapoy4		William Landing

Back to Step 2 – Indicate principal investigators and associated researchers.

In Step 2, you will see a list of all your datasets where each parameter is associated with a given cruise.

The goal is to have links between the PIs and the data generators, the grad students, the postdocs, etc. who were responsible for a given dataset, using ORCID IDs to maintain those links.

You can return to Step 2 at any time to complete or modify this information.

Step 2 - Indicate principal investigators and associated researchers

[BACK TO MENU](#)
[← TO PREVIOUS STEP](#)
[TO NEXT STEP →](#)

Please enter the ORCIDs of scientists whose names should be associated with each dataset, such as postdocs, grad students, or technicians using the orange pen tool on the right-hand side. Publication co-authors should not be included here.

Please also enter their email addresses (professional emails such as university or institute emails) and a validation email will be sent to each new email address. When validated, email addresses will appear in green. Note that if a validated email already exists, it will be suggested automatically.

When registering a dataset, you must also identify the PRINCIPAL INVESTIGATOR (PI). The PI is defined as the scientist who is ultimately responsible for granting permission for the data to be included in IDP2021. **Identifying the PI is required in order for you (or the PI) to submit intercalibration reports (see Step 4) and in order for you (or the PI) to grant permission for the data to be included in IDP2021 (see Step 5).** If you are not the PI, when you identify the PI in Step 2 the PI will automatically receive an email informing them that they have been identified as the PI for the dataset you have registered.

When a dataset may have been generated by more than one scientist (or co-PI) each scientist (or co-PI) can register their portion of the dataset or one of the scientists can register the entire dataset on behalf of the other scientists. In the latter case, all co-PIs should be added as associated researchers in Step 2 since everyone listed for each dataset will be acknowledged (in alphabetical order) in eGEOTRACES figures and in IDP2021. Please contact GDAC (geotraces.dac@bodc.ac.uk) if you have questions about this issue.

It is possible to transfer the information entered for one registered dataset to another registered dataset. To do this, please click on the buttons *Copy* and *Paste* available on the right-hand upper corner of each column. In case of error, you can modify the PI selected at any time by clicking on the name of the PI.

Click the orange pencil icons to add the PI and the data generators for each dataset, cruise-by-cruise and parameter-by-parameter.

You will need the ORCIDs and institutional email addresses of those people.

Associated scientists		Search <input type="text"/>	
^ Cruise	Registered dataset	Associated researcher(s)	Principal investigator
KK1903	Cu_A_T_CONC_LOWVOL::w0n71d		
		-	 William Landing
KK1903	ACETATE_A_SMLH2O_CONC_COARSE_IMPACTOR::mapoy4		
			 William Landing

Geotraces data portal

geotraces-portal.sedoo.fr/pi/?code=xwCaC4#

William Landing - Logout



Step 5 - Permission to use data in IDP

[BACK TO MENU](#) [← TO PREVIOUS STEP](#) [TO NEXT STEP →](#)

Use the two buttons below to give or deny permission for the selected dataset(s) to be included in the GEOTRACES Data Products. Once permission is given or declined the dataset will be moved to the appropriate dataset tab. The permission status of each dataset can be modified by the data submitter (the PI) at any time.

[? UNCATEGORIZED DATASETS](#) [👍 AUTHORIZED DATASETS](#) [👎 UNAUTHORIZED DATASETS](#)

<input type="checkbox"/>	Cruise	Parameter
<input type="checkbox"/>	KN199-4	Fe_D_CONC_FISH:anrijp
<input type="checkbox"/>	KN199-4	Fe_II_D_CONC_FISH:u5vwe0
<input type="checkbox"/>	KN199-4	Fe_56_54_D_DELTA_FISH:gkgvwn
<input type="checkbox"/>	KN204	Fe_D_CONC_BOTTLE:du1i6
<input type="checkbox"/>	KN204	Ag_D_CONC_BOTTLE:eynsgy

Step 5: Granting permission to use data in the next GEOTRACES IDP.

The PI can select data sets (cruise-by-cruise and parameter-by-parameter) to grant permission for those data to be included in an IDP.

You can change this selection at any time if your change your mind.

Geotraces data portal

geotraces-portal.sedon.fr/pi/?code=xwCaC4#

William Landing - Logout



Step 6 - Provide publication information

[BACK TO MENU](#) [← TO PREVIOUS STEP](#)

The GEOTRACES Intermediate Data Products are designed to cross reference datasets with the publication(s) in which they were originally released to help ensure their citation by subsequent data users.

Please provide the DOI information for the publication(s) that you wish to link to each of the following datasets that you have authorised for inclusion in GEOTRACES Data Products. If the datasets themselves have a data DOI assigned, then please also provide this information in the corresponding column. Please provide the DOI information in the format: 10.1002/Ino.10363

It is possible to transfer the DOI information entered for one registered datasets to another registered dataset. For this, please click on the buttons *Copy* and *Paste* available on the right-hand side of the table.

Cruise	Registered dataset	Publication DOI	Dataset DOI
KN204	Fe_D_CONC_BOTTLE: du116		<div style="border: 2px solid red; padding: 2px;"> <input type="text"/> </div>
KN204	Ag_D_CONC_BOTTLE: eynsgy		<input type="text"/>

Step 6: Provide publication information

Please enter any publication or dataset DOIs here so we can add them to the publication database maintained at the IPO and ensure that your data are correctly cited.

If publications are not yet available, return to this page when they are published to link them to your IDP data.

Dataset overview

[BACK TO MENU](#)

On this page you can track the progress of your registered datasets. Use the column « actions » to revise and resubmit an intercalibration report, to download submitted reports - intercalibration report(s) or cruise form(s) - or to delete a dataset registration. The option to delete a registration is only available prior to an intercalibration report being submitted.

To resubmit a report including multiple registered datasets, you only need to update the report of one single registered datasets included in the report and the system will automatically apply this to all other registered datasets included in the report.

It is possible to download the data template (as .csv or .xlsx files) for those datasets with intercalibration report already submitted to the S&I Committee by clicking on the respective buttons available under the column « Data template »

Place the cursor over the check mark under "Intercalibration Report Submitted" and "Intercalibrated" to view the date of submission or approval of a report.

Datasets		Search					
^ Cruise	^ Registered dataset	Data template	Associated researchers	Principal investigator	Intercalibration report submitted	Intercalibrated	Permission (IDP)
0903	Fe_II_D_CONC_MELTPOND_PUMP::vmvfee				✓	✓	
0903	Fe_D_CONC_FISH::meympb				✓	✓	
0903	Fe_Fe'0_D_CONC_BOTTLE::vpmfgc				✓	✓	
0903	Fe_II_D_CONC_BOTTLE::myoz33				✓	✓	

List My Datasets:

You can follow the progress of each dataset you have registered from the "List my datasets" link on the main menu.

For example, You can review which scientists have been linked to each dataset.

You can see when the S&I committee has approved your intercalibration report.

IDP2021 ACKNOWLEDGEMENTS

Special thanks to all Data Contributors!

GEOTRACES Standards and Intercalibration Committee: Walter Geibert, Maeve Lohan, Ana Aguilar-Islas, Karen Casciotti, Tina van de Fliedrt, Lars-Eric Heimbürger, Yoshiko Kondo, Hélène Planquette, Alyson Santoro, Peter Sedwick.

GEOTRACES Data Management Committee: William Landing, Alessandro Tagliabue, Maite Maldonado, Jun Nishioka, Reiner Schlitzer, Sunil Kumar Singh, Thomas Weber.

GEOTRACES Parameter Definition Committee: Bob Anderson, Catherine Jeandel, William Landing, Maeve Lohan, Maite Maldonado, Reiner Schlitzer, Jing Zhang.

GEOTRACES International Data Assembly Center: Mohamed Adjou, Donna Cockwell, Gwenaelle Moncoiffé, Paul A McGarrigle, Helen Snaith, Kay Thorne.

GEOTRACES DOoR: François André, Guillaume Brissebrat, Arnaud Mière, Elena Masferrer Dodas.

WebODV Development: Sebastian Mieruch-Schnülle, Reiner Schlitzer.

GEOTRACES International Project Office: Catherine Jeandel, Elena Masferrer Dodas.

National Data Centers: Shannon Rauch, Yuko Otsu, Norio Baba, Catherine Schmechtig, Marten Tacoma, Taco de Bruin.

Financial Support from the **Scientific Committee on Oceanic Research** (SCOR) through grants from the U.S. National Science Foundation (OCE-0608600, OCE-0938349, OCE-1243377, OCE-1546580, OCE-1840868, and OCE-2140395) and from contributions from member countries.

The GEOTRACES DOoR portal

If you have any questions about this guide, please contact:

Elena Masferrer-Dodas (ipo@geotraces.org).

Bill Landing (wlanding@fsu.edu).