Cruise chief scientist (or process study submitter)
BEFORE the cruise when seeking endorsement of the cruise…

Section cruise
(All key parameters measured AND other criteria met)

Submit 1-page summary to national SSC member or IPO
(letter of support from SSC co-chairs provided upon request)

SSC review

Endorsement (letter of approval from co-chairs upon request)

Inform GDAC /IPO when cruise is funded and submit cruise form to GDAC

Info is posted on IPO and GDAC web sites

Process Study
(Measure one or more key parameters on a cruise designed to study a process AND other criteria met)

Submit request form + written agreement from chief scientist to national SSC member or IPO
(letter of support from SSC co-chairs provided upon request)

SSC review

Endorsement (letter of approval from co-chairs upon request)

Inform GDAC /IPO when cruise is funded and submit cruise form to GDAC

Info is posted on IPO and GDAC web sites

AFTER the cruise

Cruise chief scientist (or process study submitter)

Inform GDAC and IPO of any changes to cruise information and complete cruise report at sea
submit to GDAC /IPO after the cruise

Log into GEOTRACES Data for Oceanic Research (DOoR) portal to register the hydrography at bottle firing and nutrients parameters and submit downcast profiles to GDAC within six months of completing the cruise
CTD sensor data don't need to be intercalibrated or approved by the S&I Committee. Nutrient data needs to be intercalibrated and approved by the S&I Committee (example of completed S&I report for nutrient data).

Distribute the data flowchart (also available below) to cruise participants and ask them to register their parameters in **DOoR** (see below)
(This will allow them to download and get acquainted with the S&I and data file templates in advance which will make it more efficient to complete the data submission after the samples have all been analysed)

Any researcher seeking data compliant status
AFTER the cruise once data is analysed…

Compliant Data
(Dataset from a completed cruise – non GEOTRACES section/process study cruise - AND other criteria met)

Submit initial cruise form and cruise report to GDAC

Cruise is added to DOoR

Register data in **DOoR*** (see data flowchart below) to complete intercalibration and submission process and provide permission for the data to be included in IDP

Data intercalibrated
Receive an approval notification email

S&I submit request for approval to SSC

SSC review

Endorsement (letter of approval from co-chairs upon request)

Info is posted on GDAC web site

If you have not already done so
Submit completed data and metadata templates to GDAC by email
geotraces.dac@bodc.ac.uk
or national data centre if American, Dutch, French and Chinese researcher

Log into DOoR* portal to register the hydrography at bottle firing and preferably nutrients parameters and submit downcast profiles to GDAC within 6 months of completing the cruise
CTD sensor data don't need to be intercalibrated or approved by the S&I Committee. Nutrient data needs to be intercalibrated and approved by the S&I Committee (example of completed S&I report for nutrient data).

Data Flowchart:

AFTER **the cruise and once the data is analysed**
any researcher…

Log into GEOTRACES Data for Oceanic Research (DOoR) portal to register the parameters (step 1 in DOoR)
and indicate researchers associated with the data (step 2 in DOoR):
https://geotraces-portal.sedoo.fr/pi/

Researchers must follow ALL pathways
(can be done concurrently)

INTERCALIBRATION

Generate and download:
Customized S&I report template
(Via Step 3 in DOoR)

Submit your completed report to S&I through DOoR portal (via step 4 in DOoR)
https://geotraces-portal.sedoo.fr/pi/

Download an example of completed S&I report for nutrient data

Receive an e-mail from S&I committee about your data and answer any questions that need addressing

More work needed
(in collaboration with S&I)

Dataset changed

Data Approved
Receive approval notification email

Send UPDATED data to GDAC and/or your National Data Centre

Data intercalibrated

DATA SUBMISSION

Generate and download:
Customized data and metadata template
(Via Step 3 in DOoR)

Submit completed data and metadata template to GDAC* by email
geotraces.dac@bodc.ac.uk

*Note: American, Dutch, French and Chinese researchers should send the data to their National Data Centre instead of GDAC. The National Data Centres will then process and submit data to GDAC.

DATA CAN BE SUBMITTED AT ANY TIME BEFORE THE SPECIFIC IDP DEADLINES
EARLY SUBMISSION ENCOURAGED

Receive an e-mail from GDAC (and/or your National Data Centre) about your data and **answer any questions** that need addressing

Receive an e-mail from DOoR
Use the "**Proof Checks**" under "List my Datasets" on DOoR to visualize your data and identify possible errors and inform GDAC

Data ingested into GDAC

PERMISSION

Give permission to use my data in the IDP
(Via Step 5 in DOoR)

For releasing your dataset in IDP and contribute to this data product
(Check the status of your data in DOoR under "List my Datasets")

NO
Data not in IDP
but if data submitted remains stored at GDAC

YES

DATA PRESENT IN IDP

PUBLICATIONS

Provide information about the original publications linked to your registered datasets
through the DOoR portal (under "Step 6 - Provide publication information"):
https://geotraces-portal.sedoo.fr/pi/
to help ensure they are cited by subsequent data users

Return to DOoR anytime to update it with new publications