NSIDC DAAC Data Accession Request Form

Thank you for your interest in submitting data to the NASA NSIDC DAAC. In order for a data product to be published at a NASA DAAC, it must be reviewed and approved through the NASA Earth Science data accession process.

PLEASE NOTE: This form should be used for new requests for the NSIDC DAAC to host your NASA-funded data. If your data are part of a NASA mission or NASA project already assigned to the NSIDC DAAC, visit the [**Assigned Missions & Projects**](https://nsidc.org/data/submit-data/submit-nasa-data-nsidc-daac/assigned-data) webpage for data publication guidance. If your data are funded by NOAA, NSF or any other funding source, visit the [**Submit Data to Other NSIDC Programs**](https://nsidc.org/data/submit-data/submit-data-other-nsidc-programs)webpage for guidance.

**Required fields are noted with an asterisk (\*), and will help us process your request more quickly.**

**Once you have filled out and saved this form, you can submit it and any accompanying materials on** [**our website here.**](https://nsidc.org/form/nsidc-daac-data-accession-submis#no-back)

## Contact Information

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| **Primary Data Producer \*** Who is the primary person responsible for the collection or creation of this data product? Often this is the Principal Investigator, Project Scientist, or Project Manager. | |
| First, Middle (optional), Last Name \* |  |
| Organization (Institution/Department) \* |  |
| E-mail \* |  |
| ORCID \* |  |
| **Data Accession Point of Contact:** Who should the DAAC contact with questions regarding this Data Accession request?  This person should have in-depth knowledge of this data product, allowing them to provide additional information as needed. | |
| Is the Data Accession Point of Contact the same as the primary data producer? | Yes  No \*  If “No”, please complete the following fields: |
| First, Middle (optional), and Last Name \* |  |
| Organization (Institution/Department) \* |  |
| E-mail \* |  |
| ORCID |  |

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| Data Producers for Data Citation \*  Please list the people or groups that were involved in the creation of this data product in the order that they would be credited in the data product citation.  The DAAC uses this information to construct a data product citation, which is a reference to data for the purpose of credit attribution and facilitation of data access.  *Example data product citations:*  *McGill, Matthew , Dennis L Hlavka, John E. Yorks and Patrick A. Selmer. 2019. GOES-R PLT Cloud Physics LiDAR (CPL). Dataset available online from the NASA Global Hydrology Resource Center DAAC, Huntsville, Alabama, U.S.A. DOI:* [*http://dx.doi.org/10.5067/GOESRPLT/CPL/DATA101*](http://dx.doi.org/10.5067/GOESRPLT/CPL/DATA101)  *CARVE Science Team. 2017. CARVE: In-flight Photos from the CARVE Aircraft, Alaska, 2013-2015. ORNL DAAC, Oak Ridge, Tennessee, USA. https://doi.org/10.3334/ORNLDAAC/1435* | First Name | Middle Name/Initial | Last Name or Group |
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## Funding Information

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| Funding Organization \*  What organization(s) funded the creation of this data product? | Funding Organization:  NASA  NOAA  NSF  USGS  University  Other  If University or Other, please describe: |
| Funding Program/Element \* Under what program or program element within the funding organization was this data product created?  *For example, NASA programs such as MEaSUREs, Terrestrial Hydrology, Earth Venture, ACCESS, or AIST.* | |
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## General Information

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| Data Product Name \* How do you refer to this data product? The DAAC uses this information to develop an official data product name in compliance with DAAC/ESDIS standards | |
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| Data Product Description \* Include highlights of the information needed to quickly understand the relevance and usefulness of the data. Also, briefly describe the: primary variables; input/source data used; data collection methods; and instruments/sensors used to create this data product. Note: You’ll be able to provide further detail via supporting documentation when submitting this form. | |
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| Data Product DOI  If a Digital Object Identifier (DOI) already exists for this data product (*uncommon*), provide it here*.*  This would be the DOI for the actual data product and not for a publication related to this data product. |  |
| Scientific Value of Data Product \* Please describe the scientific value of this data product.  *For example, how will this data product benefit the scientific community? What are the strengths and the limitations of this data product? What other data products does it complement or relate to?* |  |
| Reason for Data Accession Request \* Please briefly explain your reasons for requesting to have this data product archived and distributed at the DAAC.  *For example, are you attempting to publish a paper which requires data to be archived in a trusted repository? Have you been instructed by a NASA program manager to archive your data at a DAAC? Do you want this data product distributed with related data?* |  |
| Dependencies for Data Accession Approval \* Do you have any dependencies related to this data product being approved to be published at the DAAC?  *For example, are you hoping to have this data product approved to be published at the DAAC prior to publishing a paper or presenting at a conference? Does your project have a defined timeline in which this data product needs to be published?* | Yes  No (If Yes, provide a brief explanation below) |
| Data Product Restrictions \*  Could this data product be publicly released in compliance with NASA's Open Data Policy?  For a description of the open data policy, please refer to the [NASA Earthdata Data and Information Policy](https://earthdata.nasa.gov/collaborate/open-data-services-and-software/data-information-policy) web page. | Yes  No  Not Sure  If No or Not sure, provide a brief explanation: |

## Technical Information

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| Data Format \*  What is/are the format(s) of the files in this data product?  For a list of NASA-approved data formats, please refer to the [NASA Earthdata Standards and Practices](https://earthdata.nasa.gov/esdis/eso/standards-and-references#data-formats) web page. | Format (choose all that are applicable):  ASCII  GeoTIFF  HDF 5  HDF-EOS 5  OGC KML  NetCDF-4  NetCDF Classic  Shapefile  Other  If Other, provide the data format(s): | | |
| Data Product Spatial Region \*  What is the general geographic region covered by this data product?  *For example, Global, Northern Hemisphere, Alaska, Korean Peninsula, East Tropical Pacific, or Gulf Stream.* |  | | |
| Data Product Temporal Coverage \*  What period of time is covered by the entire data product upon planned delivery to the DAAC?  The temporal coverage should encompass the beginning date of the first data file and the ending date of the last data file, even if there are time gaps. | Start (Format YYYY-MM-DD) | | |
|  | | |
| End (Format YYYY-MM-DD), if applicable: | | |
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| Data Product Status \*  If this data product is published at the DAAC, would you continue to collect or create new data to extend the time series? | | | Yes   No |
| Frequency of Data Deliveries  If “Yes”, what is the anticipated frequency of additional data deliveries to the DAAC? | Daily  Weekly  Monthly | Quarterly  Yearly  Varies | |
| Data Product Volume \*  What is the estimated or actual total volume of this data product?  The DAAC uses the total volume of the final data product to plan data storage requirements. If the final data product is not complete, please provide your best estimate for the total data volume. | Volume:  Units:  KB  MB  GB  TB  PB | | |

## Other materials to accompany form submission

* **Data Product Documentation:** When submitting this form, please upload any documents that you would like to have included in the review of your data product.  
  Documentation may include: a paper about this data product; processing steps; data quality; an Algorithm Theoretical Basis Document (ATBD); a description of the file naming conventions; etc.
* **Sample Data File(s)** \***:** It is required that when you submit this form, you also submit a sample file.  
  Providing sample files representative of the range of data within this data product will help the DAAC understand, check the quality of, and provide feedback on: file format, structure, and content, prior to publishing the data product.
* If applicable, please also include any tools, utilities, or scripts that would help reviewers read or visualize the sample data.

Once you have filled out and saved this form,   
 you can submit it and any accompanying materials on [our website here.](https://nsidc.org/form/nsidc-daac-data-accession-submis#no-back)