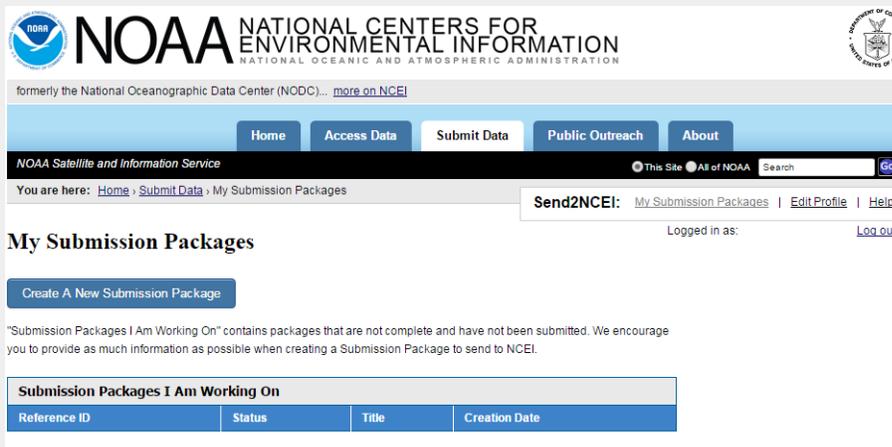


## Submitting RATS files to NCEI using the Send2NCEI tool

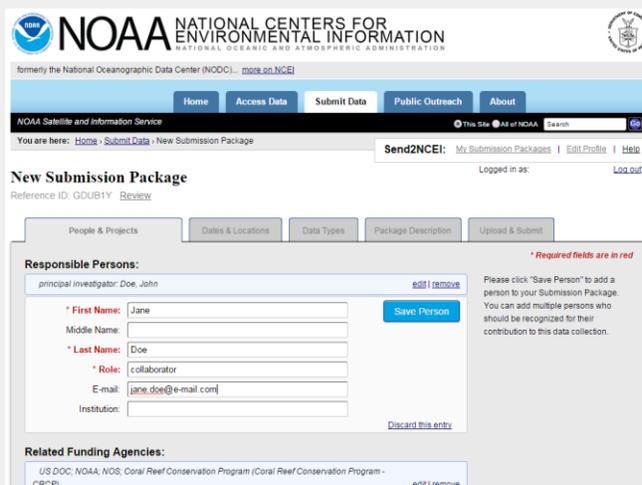
These are step-by-step instructions for submitting your Research Application Tracking System (RATS) data to the National Centers for Environmental Information (NCEI) for archiving using the Send2NCEI (S2N) tool. The S2N tool has mandatory (marked in red) and optional fields.

**Step 1: Logging into S2N:** On your web browser, go to <https://www.nodc.noaa.gov/s2n/> If you haven't used [S2N](#) before, you will need to create a login before you can use S2N.

**Step 2: Create New Submission Package:** Once you log into S2N you will be taken to a dashboard page. To begin your first submission to S2N simply click the **“Create A New Submission Package”** button below the My Submission Packages title (See Figure below).



- 1) People and Projects - On this tab you will enter information about people and projects that were involved in the collection of this data (See Figure below).



- a) **Responsible Persons:** This is a mandatory field. Add at least one person responsible for the collection of the data you are submitting such as for example, the chief scientist. After entering in the fields make sure to click the “**Save Person**” button. If you do not click this button the entry will not be saved. You can enter as many people as you wish.
- b) **Related Funding Agencies:** This is not a mandatory field but you can add as many agencies as you wish. Many agencies are already in the archive and when you start typing autocomplete options will appear.
- (1) Click on the appropriate funding agency and click “**Save Agency**”.
  - (2) If the funding agency does not appear, simply finish typing out the name and click “Save Agency”
- c) **Related Projects and/or Programs:** This is not a mandatory field but you can add as many projects as you wish.
- 2) **Dates and Locations:** These are the explicit dates and geographic locations of the data to be submitted (See Figure below)

NOAA NATIONAL CENTERS FOR ENVIRONMENTAL INFORMATION  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

formerly the National Oceanographic Data Center (NODC)... [more on NCEI](#)

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You are here: [Home](#) > [Submit Data](#) > New Submission Package

Send2NCEI: [My Submission Packages](#) | [Edit Profile](#) | [Help](#)

Logged in as: [Log out](#)

### New Submission Package

Reference ID: GDUB1Y [Review](#)

People & Projects Dates & Locations Data Types Package Description Upload & Submit

**Dates:** \* Required fields are in red

\* Start Date: 2010-03-15 YYYY-MM-DD  
Earliest observation date within the data collection

\* End Date: 2011-02-16 YYYY-MM-DD  
Latest observation date within the data collection

These dates represent the start and end of the actual data collection. They do not include itinerary dates for cruises, etc.

**Location:**

\* Northern Boundary: 12.345 -90.0° — 90.0° (dd.ddddd)  
\* Southern Boundary: 1.234 -90.0° — 90.0° (dd.ddddd)

Use these four fields to define a box around your data collection area, in decimal degrees. Note that southern latitudes and western longitudes must

- a) **Dates:** This is a mandatory field. These are the start and end dates of the entire data collection: Enter the dates in YYYY-MM-DD format
- b) **Location:** This is a mandatory field. This is the bounding box of sampling coordinates for the entire data collection. Enter in the northernmost, easternmost, southernmost and westernmost coordinates in decimal degrees
- c) **Ship Names or Platform:** If any of this data was collected from a vessel or platform, enter in the name here. Use the autocomplete if appropriate.
- d) **Sea Areas or Regions** - The body of water/region where the data was collected. Enter in as many entries as appropriate. Use the autocomplete if appropriate.

### 3) Data Types - What types of data are you submitting (See Figure below)

**Data Types:**

\* **Parameter or Variable:** required

Measured  Calculated

\* **Units:** required

\* **Observation Category:** required

\* **Sampling Instrument:** required

Sampling and Analyzing Method:

Data Quality Method:

[Save Data Type](#)

[Discard this entry](#)

\* **Required fields are in red**

**Parameter or Variable:** The physical, biological or chemical property being measured or calculated, e.g., water temperature. Select whether it is a measured or calculated property.

**Units of Measure:** The unit of measure defining the parameter or variable, e.g., degree Celsius(°C)

**Observation Category:** A broad characterization of the kind of parameter/variable that was observed, i.e., laboratory analysis, model output, in situ, satellite, other.

**Sampling Instrument:** The general kind or type of instrument used to measure or calculate this parameter/variable.

**Sampling and Analyzing Method:** A brief description of how the parameter/variable was measured or calculated. Include a

- a) **Parameter or Variable:** This is a mandatory field. Enter at least one measured or calculated variable or parameter. For example, coral, salinity, etc. You can enter as many variables or parameters as you wish. Use the autocomplete to find the most appropriate variables or parameters. If you don't see one that fits, you can enter in one of your own (See Figure below).

**New Submission Package**

Reference ID: GDUB1Y [Review](#)

**Data Types:**

\* **Parameter or Variable:** coral

Measured  Calculated

\* **Units:** CORAL - CENSUS

\* **Observation Category:** CORAL - COLONY SIZE

\* **Sampling Instrument:** CORAL - FISH BITES

Sampling and Analyzing Method: CORAL - SPECIES IDENTIFICATION

[Save Data Type](#)

\* **Required fields are in red**

**Parameter or Variable:** The physical, biological or chemical property being measured or calculated, e.g., water temperature. Select whether it is a measured or calculated property.

**Units of Measure:** The unit of measure defining the parameter or variable, e.g., degree Celsius(°C)

**Observation Category:** A broad

- b) **Units/Observation Category/Sampling instrument:** These are mandatory fields. Enter the units, observation type, and sampling instrument. If there is not an appropriate entry, simply enter "NA" (for not applicable). Remember to click "**Save Data Type**". You can enter in as many variables/parameters as you wish but you must enter at least one variable or parameter.

#### 4) Package Descriptions: This is a mandatory field.

**Package Descriptions:** \* Required fields are in red

Based on the information you put so far, NCEI recommends the use of this title:  
CORAL - COLONY SIZE from 2010-03-15 to 2011-02-16

Use the NCEI recommended title.

\* **Data Set Title:** CORAL - COLONY SIZE from 2010-03-15 to 2011-02-16

\* **Abstract:** required

\* **Suggested Author List:** required

**Title:**  
Your title should include one or two primary variables, not more than one or two ship/platform names, the sea area and date range when data were collected. Checking the box inserts a title based on the information you entered.

**Abstract:**  
A brief narrative summary of the data set.

**Suggested Author List:**  
Provide an ordered list of authors who should be included in a bibliographic citation for this data set. Please use Family name, Given name; repeat as necessary, with each author's name separated by a semi-colon. Organizations may also be listed as authors. Example: Carson, Rachel; Hassler, Ferdinand Rudolph; Jones, E. Lester; National Oceanic and Atmospheric Administration

##### a) Data Set Title

- i) S2N will suggest one title, but you can write your own if you wish. The title should describe the data, where and when (e.g. Temperature and salinity taken by CTD from research vessel Ronald Brown in the Caribbean Sea from 2010-05-06 to 2010-06-20)
- b) **Abstract:** The abstract describes the entire data collection, beginning with "This dataset contains ..." **At the end of the abstract, please enter the U.S. State Department RATS UYYYY-XX number (e.g., "This is U2020-01.")**
- c) **Suggested author list:** This will be the authors of the dataset. Enter at least one author but you can add as many as you wish. Please enter names as Last\_name, First\_name Middle\_initial. (if any), separate multiple authors by a semicolon ';'.  
Example: Doe, John; Doe, Jane
- d) **Purpose:** Not required but where you can add information about the project

**Package Descriptions:** \* Required fields are in red

Based on the information you put so far, NCEI recommends the use of this title:  
CORAL - COLONY SIZE from 2010-03-15 to 2011-02-16

Use the NCEI recommended title.

\* **Data Set Title:** Survey of coral colony size in from 2010-03-15 to 2011-02-16

\* **Abstract:** "This is an abstract about the data, not the project as a whole"

\* **Suggested Author List:** Doe, John; Doe, Jane

**Title:**  
Your title should include one or two primary variables, not more than one or two ship/platform names, the sea area and date range when data were collected. Checking the box inserts a title based on the information you entered.

**Abstract:**  
A brief narrative summary of the data set.

**Suggested Author List:**  
Provide an ordered list of authors who should be included in a bibliographic citation for this data set. Please use Family name, Given name; repeat as necessary, with each author's name separated by a semi-colon. Organizations may also be listed as authors. Example: Carson, Rachel; Hassler, Ferdinand Rudolph; Jones, E. Lester; National Oceanic and Atmospheric Administration

**Purpose:**  
A brief summary of why these data were collected or the research goals intended for these data.

**References:**  
Please provide a listing of existing reports, publications, user guides, web

- 5) Once all of the required fields are entered, **you are ready to upload and submit** your data (See Figure below). In addition to cruise reports (e.g. PDF, text), NCEI would prefer having measurement data in NCEI-accepted formats (e.g., NetCDF, HDF, CSV, text) with representation of variable metadata/attributes (e.g., variable names and units). Please note that commercial file formats, including Matlab, are not accepted by NCEI.

The screenshot shows the 'Upload & Submit' tab of the NCEI S2N submission interface. At the top, there are navigation tabs: 'People & Projects', 'Dates & Locations', 'Data Types', 'Package Description', and 'Upload & Submit'. A green-bordered box contains the message: 'You are ready to Upload and Submit'. Below this, a paragraph states: 'All required fields have been completed. At this time you may upload your data files below and submit your Submission Package. If you have additional information to provide, please do so using one of the existing tabs, by including the information in a file in your submission, or by using the comment field below. Once you submit your Submission Package to NCEI, it will no longer be editable within this interface.'

Under the heading 'Files to send', there are instructions: 'Please select the file you wish to upload from your operating system's file menu. When you have added all appropriate files, you may leave additional comments below and then click the "Upload Files and Submit" button.' Two notes follow: 'Note: You may experience problems if you upload a single file larger than about 2 gigabytes, depending on your connectivity, bandwidth and other technical factors.' and 'Note: If you select files and navigate away from this tab before uploading and submitting, you will have to reselect your files upon returning to this tab.'

A file selection interface shows a 'Choose File' button, the text 'No file chosen', and a 'remove' link. Below this is an 'Add another file' button. To the right, contact information is provided: 'If you experience any problems submitting your data files, please send an email to [NODC.DataOfficer@noaa.gov](mailto:NODC.DataOfficer@noaa.gov) or call Customer Service at 301-713-3277. Include your Submission Package Reference ID with your correspondence.'

A 'Comment:' field is present, with a checkbox option: 'I will provide some or all data files separately. (Choose this option if you will be using a different method of sending your data files to NCEI)'. A note at the bottom right says: 'To help NCEI better understand your Submission Package, please provide any additional information you feel necessary.'

To upload a file to S2N, click on the “**Choose File**” button. You can upload each data file independently or you can compress all of them using (ZIP) and submit them all in one package. **You can upload any number of files here up to 20GB.**

### Step 3: What happens next?

- 1) After you submit the data via S2N, you will receive an automated email indicating that your data were received at NCEI. The email will indicate a **Reference ID number**. You can use this Reference ID to communicate with NCEI ([nodc.dataofficer@noaa.gov](mailto:nodc.dataofficer@noaa.gov)).
- 2) NCEI will evaluate your data submission within a few days. NCEI may contact you with questions about your data. Once the data are finally accepted at NCEI, your data will be published online and you will get an email stating an “**accession number**” and a link to the data. Shortly after this email, you may also get an email from NCEI indicating the assigned **Digital Object Identifier (DOI)** number.