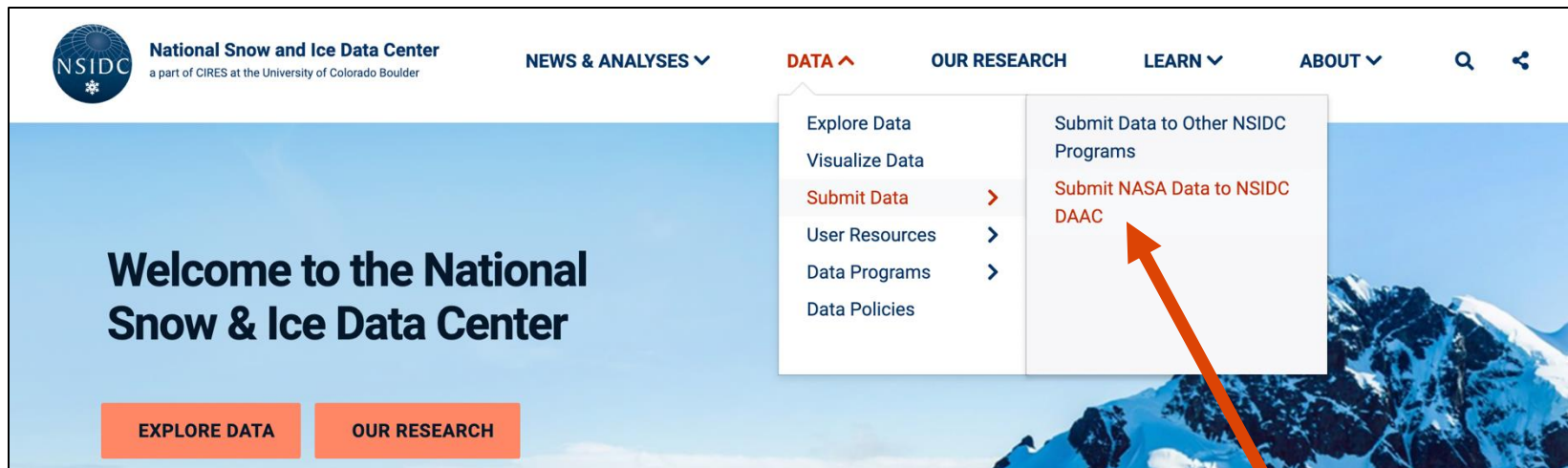# NSIDC DAAC SnowEx Community Call Sept 2024

Stephanie Wong, NASA NSIDC DAAC Product Team Lead

How to find submission forms

- From anywhere on our website, click "Data" in the top navigation panel

- Then click "Submit Data"

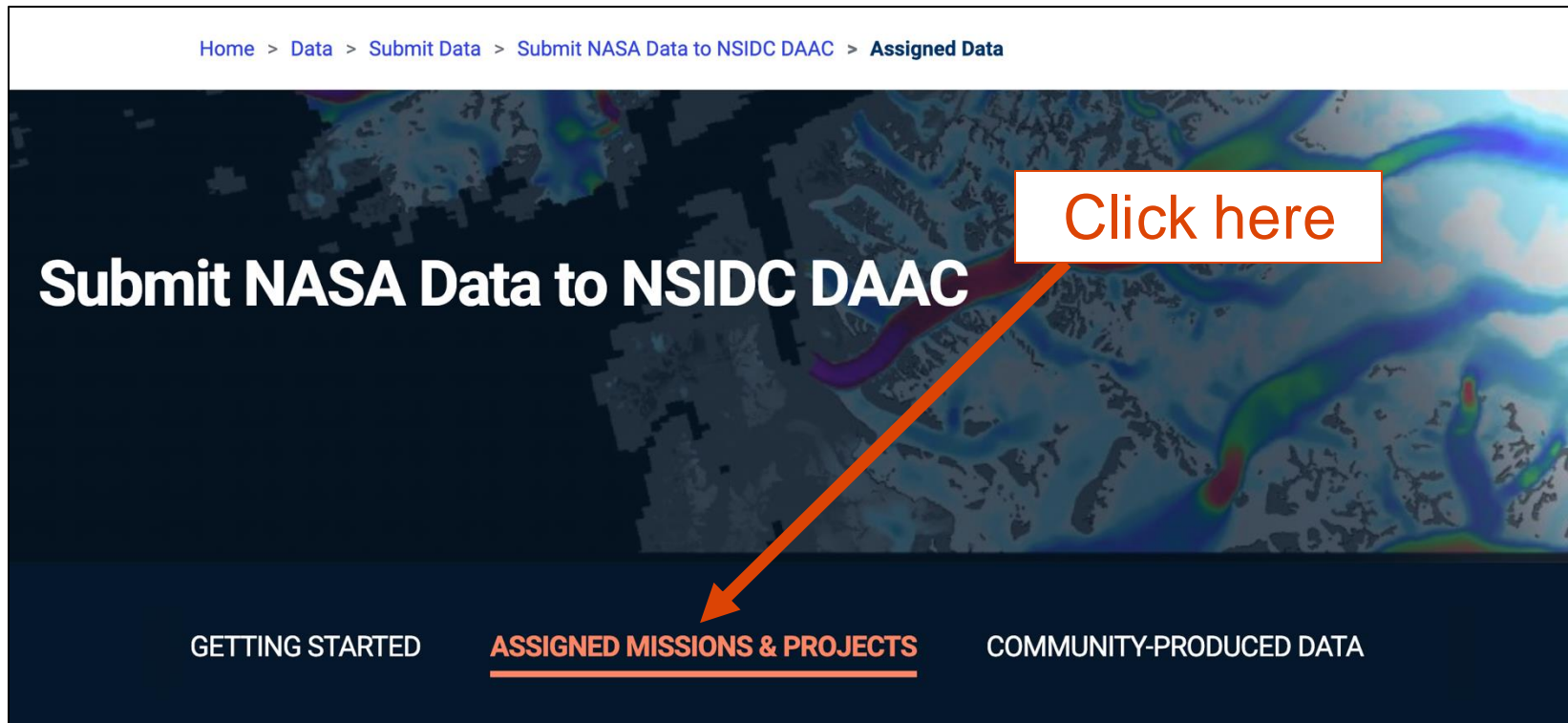- Then click "Submit NASA Data to NSIDC DAAC"

Click here

From the "Submit NASA Data to NSIDC DAAC" page

- Since SnowEx is a NASA Mission assigned to NSIDC for archival, click on "Assigned Missions and Projects" from the top menu or by scrolling down the page.

Two submission form options

> **Step 2: Complete Data Publication request form**
>
> Download and complete one of the documents below:
>
> > Download Data Publication Form for New Data Products
>
> > Download Data Publication Form for Data Product Updates

- For **new** data sets: **Download Data Publication Form for New Data Products**

- For **updates to existing data sets: Download Data Publication Form for Data Product Updates**

  - Updates might include things like:
    - Increasing the temporal or spatial coverage,
    - Correcting the algorithm or changing data processing steps
    - Adding additional parameters and/or updating file types

NSIDC DAAC Data Publication Form for New Data Products

Fill out this form if your data product is part of a project or mission (e.g., HMA, MEaSUREs, SMAPVEX, SnowEx, etc.) that has been assigned by ESDIS to the NSIDC DAAC for publication.

NOTE: 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.

Contact Information

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 *	
Processing Organization: If the primary organization responsible for producing or processing the data is **different** from the primary data producer's organization, specify it below.	
Organization (Institution/Department)	

What is the submission form?

- Place to provide a high-level description of your data set, including things like:

  - Temporal/spatial coverage (of collection and individual files)

  - Size

  - Authors for data citation

  - Data set processing level (most common SnowEx levels listed below)

    - L0 = raw data straight off the instrument

    - L2 = derived geophysical values from raw instrument data

    - L3 = derived geophysical values that have been re-gridded or resampled in some way

    - L4 = modeled data

- *Don't worry if you can't fill out each section exactly, just do your best. NSIDC will ask additional questions as needed*

Most important sections in the submission form

- **Point of contact** – this is the person NSIDC should contact for questions about the data set and to receive the final data delivery

  - Does not have to be the PI

- **Author list** – required for taking out the DOI and publishing the data set

  - Make sure to list the primary data producer and point of contact are among the list of data authors - very rare that one or both of these individuals would not also be included in the official data citation

  - Make sure to include affiliations

- **Data set size** – required for NSIDC to reserve sufficient space in our archive

What is missing from the submission form?

- Submission forms *do not* ask:
  - How your data set was acquired or your measurements collected?
  - How was your data set processed?
  - Are there any known errors or uncertainties?

NSIDC will want these details to produce a user guide for your data set

  - Option 1: Provide these extra details in a separate file when uploading your submission form and sample data
  - Option 2: NSIDC will reach out and ask for these details in a separate email (may slow publication process)

Before Submitting Sample Data

- Review NSIDC DAAC [file format and file naming recommendations](#)

  - In general, file formats should be non-proprietary and file names should be descriptive, e.g.

    siteID_yyyymmdd_<hhmm>_photo_<contents>_v##.jpg

    siteID_ yyyymmdd_<hhmm>_data_<parameter>_v##.csv

- Produce/decide if you will include browse imagery

  - Smaller is better, we recommend:
    .jpeg or .png files
    ~200-600 pixels

Type of data	Recommended formats
Tabular or site-based data	Delimited ASCII/CSV
	HDF5
	NetCDF4
Raster	GeoTIFF
	HDF5
	netCDF4
	Delimited ASCII/CSV
Vector	LAS 1.2 (LAZ)
	Shapefile

When should you submit?

- **As soon as you can!** Once you can fill out all / most of the content in the submission form

  - *You may still be processing the final data set*

- The NASA SnowEx mission has ended and NSIDC's funding to publish new data sets is running out

  - Ideally, we want to have a record of all outstanding data sets **by September 2025** so we can secure enough NASA funding to finalize those publications

    - *Most important to have a POC and the data set size*

    - *Please at least START a conversation with NSIDC by this time next year*

  - 🎉 SnowEx has been submitting and publishing steadily over the last year (~20 data sets since January) 🎉

    - We want to maintain this steady pace so NASA will keep funding SnowEx publication efforts through 2026 – we expect 40+ more data sets
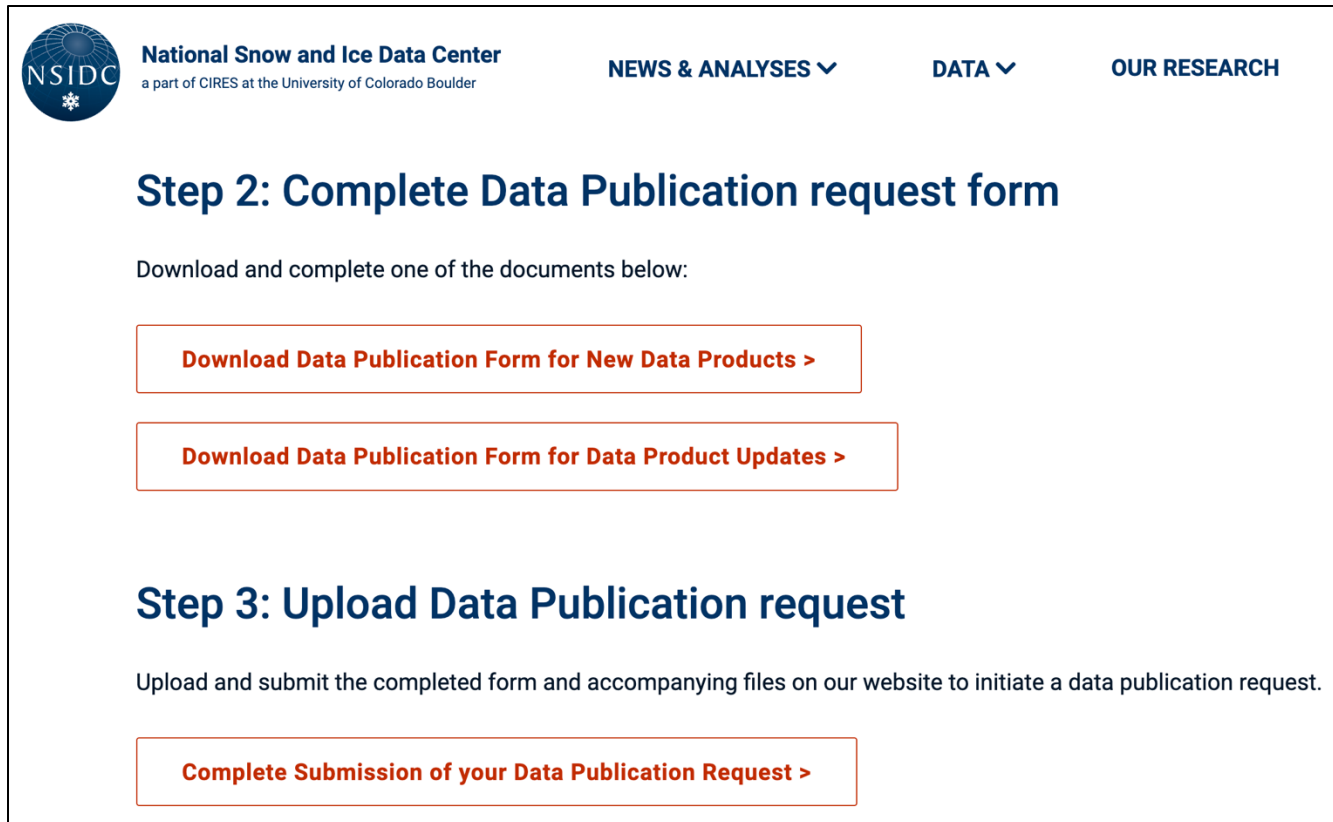
When should you submit? Other considerations

- Reminder: it takes ~10-12 weeks for most publication efforts with a user guide, and ~8 weeks for publication without a user guide

- Are you trying to publish a paper?

  - *Best case:* submit your data and have it published before the first draft of your paper – this meets all open science guidelines

  - *Next best case:* submit your data around the same time as your article - NSIDC will pull a DOI to include with your article submission and will publish your data before the article comes out – this generally meets any journal requirements that data be accessible

- Are you hoping to have your data published by AGU?

  - Last week to submit is October 14th

- Applying for funding or a grant or submitting a new proposal?

  - Please give NSIDC at least 8 weeks notice

When you're ready to submit

- Navigate to submission upload from either the Assigned Missions and Projects page or from links provided in the submission form itself

When you're ready to submit

- Fill in **project name** (SnowEx), submission type (new data set), and contact information (for the best point of contact throughout the publication process)

- Upload the following:

  - Submission form

  - Sample data/sample browse imagery (zip files work for sharing multiple samples)

  - Any additional documents (e.g. data acquisition and processing steps, file naming convention description, etc.)

  - Can include up to four attachments

Sample Data File Upload

Use the fields below to upload your submission form, sample data, and any other relevant materials.

Upload File *

| Choose File | No file chosen |

One file only.

500 MB limit.

Allowed types: tar, zip, ascii, csv, hdf5, netcdf, geotiff, doc, docx, pdf, txt.

After you submit

- Your data set enters the NSIDC SnowEx Team's processing queue

  - NSIDC will reach out to let you know the form was received within ~1-2 business days

  - Data sets can sit for a few weeks (or more) depending on NSIDC's workload

  - When NSIDC is ready to publish your data set, someone will reach out with any additional questions and to initiate the transfer of the final/entire data set

  - It typically takes NSIDC ~6-8 weeks to publish a data set once it reaches the top of the processing queue

  - It is imperative that the point of contact for a data set be available in the weeks following the submission form – the biggest delay to data set publication is unresponsive PIs

    - Let NSIDC know *immediately* if the best point of contact changes or if there are scheduling conflicts that will make communication difficult

More about the SnowEx data set queue

- NSIDC tries to publish ~1-3 SnowEx data sets a month

  - Many factors play into this, including how responsive the POC is to NSIDC questions and other NASA mission priorities

- **<u>Please let NSIDC know</u>** if there are any external pressures to publish (e.g. pressure form a journal, upcoming presentation, etc.) in your initial submission form

  - We will take out a DOI right away to aide in any journal submissions

  - We can fast-track data sets to our "early release" process when necessary (speeds up publication by ~4 weeks)

Who you might hear from at NSIDC:

- Stephanie Wong: NSIDC DAAC SnowEx Product Team Lead

  - Primary contact and best POC if you have any questions about the publication process or timeline

  - stmi0002@Colorado.edu

- Jesslyn Di Fiori: NSIDC DAAC Tech Writer

  - May have specific questions about user guide or file metadata

  - *Covering as SnowEx lead while Stephanie is on maternity leave*

  - jesslyn.difiori@colorado.edu

- Julia Lober: NSIDC DAAC Data Operator

  - Will coordinate final data transfer between you and the DAAC

- Gail Reckase: NSIDC DAAC User Services Representative

  - Most likely to contact you after data has been published if a user asks a question the DAAC cannot answer

Who to contact if you have questions?

- Stephanie Wong: NSIDC DAAC SnowEx Product Team Lead

  - stmi0002@Colorado.edu

- Jesslyn Di Fiori: interim NSIDC DAAC SnowEx Lead

  - *Covering as SnowEx lead while Stephanie is on maternity leave*

  - jesslyn.difiori@colorado.edu

- General NSIDC support line – they will direct you to the right person / team

  - nsidc@nsidc.org

TL/DR Summary from Today

- All instructions for submitting SnowEx data can be found here: https://nsidc.org/data/submit-data/submit-nasa-data-nsidc-daac

  - *SnowEx is an "Assigned Mission and Project"*

  - *Download the "Data Publication Form for New Data Products"*

- Upload your submission as soon as you can – helps ensure continued support by NASA for SnowEx publication efforts at NSIDC

  - **No later than September 2025**

- Can contact stmi0002@colorado.edu or nsidc@nsidc.org for questions or help at any point in the process

Questions?