

**AOOS Data Management and Information**  
**For AOOS Funded Projects (rev. 09/2018)**

Under the Integrated Coastal and Ocean Observation System Act of 2009, AOOS is certified as a Regional Information Coordination Entity (RICE) and upholds organizational and operational practices, including data management, that meet recognized and established standards set by NOAA. AOOS is required to make public data from projects supported by AOOS or where AOOS is responsible for data management. This policy applies to projects receiving AOOS funds/or support (e.g., data management).

The Principal Investigator(s) on AOOS funded/supported projects agree to transfer all data and metadata to AOOS for this project as stated in these policies.

Metadata and data records must be transferred and meet quality standards prior to the release of final contract funds. This is in addition to contract payments withholding while financial or programmatic reporting is delinquent. The remaining ten percent of the total contract amount shall be paid to Principal Investigator(s) within thirty days following acceptance of the final programmatic report and the transfer and acceptance of datasets and associated metadata, or as detailed in the project Statement of Work.

The following standards summarize the AOOS data policies and procedures for AOOS supported projects. Final submission deadlines, restrictions and exceptions to these standards must meet the approval of the AOOS Project Manager (see contacts below).

Any questions regarding metadata and data transfer should be directed to the AOOS Director of Operations or the AOOS Data Management Liaison.

**Contact for most AOOS Projects - Director of Operations and Developments**

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**Contact for AOOS Research Workspace - AOOS Data Management Liaison**

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## AOOS Policy for Data Transfer

1. For projects involving data collection or generation, including real-time sensor observations that maybe post-processed/corrected later, AOOS requires the transfer of all final (e.g., QC, processed, corrected) datasets and the associated metadata;
2. For any third-party datasets used in the AOOS-funded project, only the transfer of the metadata associated with the third-party data is required. (e.g., AOOS funds researcher to develop a model built off of NOAA data. AOOS does not need the NOAA data used, just the source citation);
3. If third party data are modified for use in the AOOS-funded project, the original metadata associated with the third-party data are required in addition to the modified dataset and the associated metadata;
4. For modeling projects, the transfer of data inputs, modeling code (if developing new/original model as a novel tool or for transfer to and use by AOOS), and modeling output to AOOS is required along with associated metadata that includes model methods, references and processing steps.

## AOOS Procedure for Transferring Data and Metadata

- a) At the project onset, the Principal Investigator will summarize the intended project data management practices using the [AOOS Funded Project Data Sharing Plan](#) form. The content shall include collection, organization, quality assurance/control, documentation, transfer intervals, storage, and dissemination.
- b) The completed data sharing plan will be reviewed by Axiom Data Science, the AOOS data management team, for soundness and revised by the Principal Investigator(s) as necessary;
- c) For non real-time data sets, data transfer will be made at predetermined intervals (negotiated between PI and AOOS and included in the Statement of Work, typically within a year of data recovery);
- d) Data will be submitted by the PI using the *AOOS Research Workspace* and accompanied with metadata, preferably using the *Workspace* ISO metadata editor. Click on the link for a tutorial showing how to get started on the [AOOS Research Workspace](#) and refer to the AOOS-Funded Projects Submitting Data and Metadata Using the Research Workspace document.
- e) Real-time data may be transferred using data feed services (e.g., ftp, http, API) and accompanied with standardized metadata documentation;
- f) Post-process/corrected “real-time” data will also be submitted to the *AOOS Research Workspace* to supersede uncorrected real-time observations as applicable.
- g) Axiom Data Science will conduct quality review of metadata to ensure it meets RICE acceptance standards, as described in Sections 2.2, 2.3 and 2.4 of the [AOOS-Funded Projects Submitting Data and Metadata Using the Research Workspace](#) document. Any requested changes will be made and/or agreed-to by the Principal Investigator(s).
- h) Data and metadata will be archived with AOOS, and will also be made available for long-term preservation and public access with DataONE (<https://www.dataone.org/>) and NCEI (NOAA National Centers for Environmental Data - <https://www.ncei.noaa.gov/>). Data will be publicly available immediately upon acceptance by AOOS/Axiom, unless otherwise stated in the individual data sharing plan (e.g., data hold/embargo period prior to publishing).