

**Information needed to complete the
2006 Non-spatial Metadata Form**

1. **Head PI / Owner of data:** this is one individual who controls access to the data. This will be a project's PI.
2. **Project Title:** you'll need to choose a title that represents your data. Study subjects or researcher names are good choices e.g. Marmots2006A or Whiteman2006)
3. **Affiliation:** you'll need to choose which of the following categories is appropriate for the Owner of the Data.
 - RMBL PI
 - Non-RMBL Scientist
 - Student
 - REU
 - Graduate Student
 - Staff
 - Other
4. **Who collected the GPS data?** In addition to a name, you'll need an E-mail address
5. **Who entered the Metadata?** In addition to a name, you'll need an E-mail address
6. **Level:** choose the level of organization that best describes your research. This choice will help facilitate searches in the future and does not need to be exactly correct. If you are working on more than one level of organization, please choose the level that you think people will be most likely to search for it.
7. **Theme:** you'll need to choose one of the following for your project
 - Administration (this is for RMBL staff use only)
 - Research (usually, this will be your choice)
 - Facilities (this is for projects revolving around RMBL facilities)

If you are a scientist or a student, you should choose research

8. **Subject Matter:** you'll need to choose one of the following for your project
- Climate change
 - Phenology
 - Long-term
 - Pollination
 - Other

If one of the listed subject matters describes your research, please choose it. If your research falls into two or more categories, please choose the one that best describes your work.

9. **Organism(s):** you'll need to choose the organism(s) involved in your project. You'll be able to choose from a complete list of all organisms under study at the RMBL.

10. **Type of Experiment:** Please select from:

- Observational
- Experimental

Comments: If you have manipulated at least one of your independent variables, please choose experimental. If you have not manipulated any of your independent variables, choose observational.

Examples:

- *You clip plants at different distances from ant colonies in order to determine if ants affect productivity. **Choose observational.***
- *You remove ant colonies and compare plant productivity in areas in which ant colonies have been removed to areas in which ant colonies have not been removed. **Choose experimental.***

11. **Location:** you'll need to choose one of the following:

- Gothic Townsite
- Mexican Cut
- Virginia Basin
- Almont Triangle
- Copper Creek
- South Gothic
- Kettle Ponds
- Deer Creek
- Snodgrass
- other

Comments: Please choose the location that best approximates where your study was located. If your location is clearly not present, please choose other.

12. Keywords: please provide use with some keywords that can be used for future searches. Please separate keywords with commas or spaces.

13. Purpose: we need to know the purpose of your study and it's resulting data.

14. Methodology: The **methodology** field is where you describe the methodology used for this project and dataset. This field is OPTIONAL although we strongly encourage you to complete this field when possible.

15. Abstract: The **abstract** field is where you describe, in abstract form, this study and dataset. This field is OPTIONAL although we strongly encourage you to complete this field when possible.

16. Are your data file variables oriented to columns or rows? Please provide us the best orientation into the structure of your data file as possible. For example; if your variables appear horizontally in your data file, what occurs vertically? The RMBL archives needs this information to make sure that any possible future users of your data will be able to understand your data without any additional input from you. *By the way, if your variables appear in neither the rows or columns, please be prepared to explain the structure of your data file within the methodology section above.*

17. Document your variables: The form has a button titled **document all variables**. After clicking on that button, some popup windows will appear that will help you through the process. Then you will be returned to this main RMBL Metadata Form. (All your work up to this point will be safe until you return.) Please answer both questions in the first popup.....and please answer each of the 5 questions that will appear in the second popup about each variable in the data file you just submitted.

We understand this process could become tedious but we strongly encourage you to complete it nonetheless! Completing this step could be instrumental in making your data usable by future users.

18. Upload your data file: This is where you can select and then upload the data file(s) for this project to RMBL computers. You will be asked least one data file. You may upload up to 7 files as long as they are not potentially unsafe files such as executable files such as .exe files). The data will be archived in perpetuity or until the data owner wishes differently.

While the data owner will always have access to any uploaded data, all others will have their access rights restricted as specified in the *Level of access granted by owner* area at the top of this form.

end