

EIDC service agreement

For more information/guidance about this document see <https://eidc.ac.uk/deposit/agreement>

Required fields are indicated by *

If you have any questions or difficulties, please contact info@eidc.ac.uk quoting the Deposit Reference below

* Deposit Reference

Completed by Data Centre staff

* Depositor Name

Completed by Data Centre staff

Please provide a current email address.

* Depositor's email

Completed by Data Centre staff

* EIDC contact name

Completed by Data Centre staff

Data identification and citation

PLEASE NOTE: once the dataset is published, the title and authors cannot be changed

* Title

Provide a brief title that best describes the data resource, **not** the project or activity from which the data were derived. Include references to the subject, spatial and temporal aspects of the data resource, if applicable. [Further guidance is available on our website.](#)

* Authors

List authors of the dataset below in the order in which they will appear in the citation.

For individuals, enter given name and family name. If the author is an institution, enter the name in the 'display name' field.

Authors' details will be published in a public data catalogue and held in EIDC systems. UK law requires us to inform all individuals listed that they are being proposed as an author. We therefore require a current, valid email address for all living authors. Those without valid contact details are not eligible for authorship. Please see our [Privacy Notice](#) for further information

Add +

1

Name

Title

--none--

Given name/initial(s)

e.g., C.R.

Family name

e.g., Darwin

Display name

Name for institutional authors

(for institutional authors)

ORCID

https://orcid.org/0C

*Email

*Affiliation

Start typing to show a list of organisation. Pick from the list if possible!

×

Data retention

The EIDC's policy is to assign a DOI to all deposited data; such data will be kept in perpetuity. If a DOI is not required or there are any other exceptions to this policy, please state them below.

This is the total number of **data** files being provided

* Number of files to be deposited

Files

List the files to be deposited below - filenames must not include any spaces or special characters other than hyphens or underscores.

If there are a too many files to list separately, you can specify a naming convention below instead.

Add ▾

Name	Format	Size	
		e.g. 32Mb or	x

Naming convention

Please describe a convention, or multiple conventions, that cover any files to be deposited not described in the previous field. Indicate sizes (or a size range) for each file covered by the convention and also the total size of the files covered by the naming convention.

Example: 200 files CP_<REGION>_MInv_<determinandLabel>Stats_<startDate-endDate>.csv. Where <REGION> is the Region code: <startDate-endDate> correspond to date format YYYYMMDD-YYYYMMDD and <determinandLabel> is the chemical determinand name. Size range: 2-2.5 MB Total size: 443.1 MB

Data Transfer

Deposits containing individual files larger than 2 GB or with a high total number of files (e.g. >2000) are not suitable for uploading via our catalogue tool, please indicate a cloud method of transfer.

* Transfer Method

Click to select an option or type in your preferred method

* Data Category

If the data are wholly or partly funded by NERC, the data must be categorised as either **Environmental Data** or **Information Product**.

Environmental data are '*individual items or records ... obtained by measurement, observation or modelling of the natural world. This includes data generated through complex systems, such as ... models, including the model code used to produce the data.*'

Information Products are '*created by adding a level of intellectual input that refines or adds value to data through interpretation and/or combination with other data*'.

Environmental Data

Supporting documentation

[< Back](#)[Next >](#)[Save !\[\]\(bd1a142de767a21e5362c595f844a4ff_img.jpg\)](#)[Exit !\[\]\(e2376d476d06eb31946dc01a69a4403a_img.jpg\)](#)[Delete !\[\]\(74d4806277d7e73349d8e8c0897931e9_img.jpg\)](#)

* Supporting documents

Please provide the title and file extension of document(s), ensuring names contain no special characters with the exception of hyphens or underscores, you will provide to enable re-use of the data (see <https://eidc.ac.uk/deposit/supportingDocumentation>).

Describe the content of the documentation to be supplied. All mandatory elements must be provided, but not necessarily in a single document.

[Add +](#)

*
Name

*
Format

[×](#)

Content

Mandatory elements

- ☐ Collection/generation methods
- ☐ Nature and Units of recorded values
- ☐ Quality control
- ☐ Details of data structure

Conditional elements (must be included if relevant to the data resource)

- ☐ Experimental design/Sampling regime
 - ☐ Fieldwork and laboratory instrumentation
 - ☐ Calibration steps and values
 - ☐ Analytical methods
 - ☐ Any other information useful to the interpretation of the data
-

* End user licence

Please state under which licence the data will be made available. The vast majority of NERC-funded data are provided under the [Open Government Licence](#). We recommend that you seek guidance from your institution and/or funding agency as to the appropriate licence.

☒ Open Government Licence ☐ Other

Owner of IPR

This is usually the organisation to which the grant is awarded and will be specified in the grant/funding conditions. If no other organisation is specified, IPR should default to the funder.

Add +

Organisation

Start typing to show a list of organisation. Pick from the list if possible!

x

Name

Title

--

Given name

e.g., C.

Family name

e.g., Darwin

Embargo

Depositors may request that access to the data be restricted for an agreed period (embargoed).

Embargoes and embargo periods may be subject to funder requirements. For NERC-funded research, a reasonable embargo period is considered to be a maximum of two years **from the end of data collection**.

If an embargo is required, please specify the date the data are to be made available.

dd/mm/yyyy

Please specify any additional constraints on use of the data resource required.

Additional Use Constraints

Legislation & funding

[< Back](#)[Next >](#)[Save !\[\]\(3d8c13c92b853674f749aac6fa869926_img.jpg\)](#)[Exit !\[\]\(6605b201d6f14d9b3bcb8ab5f274d107_img.jpg\)](#)[Delete !\[\]\(96cc62f861fdd6e50510c0224a756dff_img.jpg\)](#)

Other policies/legislation

All environmental data deposited into the EIDC are subject to the requirements of the [NERC Data Policy](#).

By depositing data, you confirm that the data is compliant with the provisions of UK data protection laws.

Data and supporting documentation should not contain names, addresses or other personal information relating to 'identifiable natural persons'. Discovery metadata (the catalogue record) may contain names and contact details of the authors of this data ([see our policy on retention and use of personal data](#)).

If other policies or legislation apply, please specify below.

Grants/awards used to generate this resource

[Add ▾](#)

Funding
body



Funding
body ID

Award
name

Award
reference

Award
URL

Miscellaneous

[< Back](#)[Next >](#)[Save !\[\]\(5ebcf382a6ee952d6c5b8b948415801e_img.jpg\)](#)[Exit !\[\]\(71ceb62b681518c82e95d615e7265d66_img.jpg\)](#)[Delete !\[\]\(e10773081adcaeab632f9dd4c8931cd5_img.jpg\)](#)

Superseding existing data

Please note, superseding is only available where errors have been discovered in a datasets or a dataset is being extended with new data and the replacement duplicates the previous version entirely.

e.g. Metadata ID of the dataset to be replaced: 2e3bec6e-1e62-42d5-a221-016d0ad447d9. Reason for superseding the dataset: incorrectly calibrated instrument Or Addition of two more years' data.

Related data holdings

Please identify any related data resources already curated by, or being deposited with, the EIDC that you wish to link your data resource to, and the nature of the relationship. Details of relationships we can accommodate are available at: eidc.ac.uk/metadata/relationships

e.g. Related data resource: 2e3bec6e-1e62-42d5-a221-016d0ad447d9. Relationship: uses.

Other info

If there is any other information you wish to provide, please include it below.

* Science topic

These are broad categories that are used to populate the catalogue's topic search filter. Try to include at least one

- Choose a science topic -

Add +

×

* ISO 19115 topic categories

Please note these are very broad themes required by the ISO 19115 metadata standard and should not be confused with science topics. If its not clear which category your dataset fits into, please choose the closest or contact EIDC.

Multiple topic categories are allowed - please include all that are pertinent. For example, "*Estimates of topsoil invertebrates*" = Biota **and** Environment **and** Geoscientific Information.

- Add Topic Category -

Add +

×

Keywords

Words orphrases that will help users to find your data. These may be discipline-specific (e.g., 'hydrology', 'soil chemistry') but may also be geographical (e.g., 'Hampshire').

Keywords can be added either as plain text or as controlled terms from a vocabulary.

Adding plain text: Simply type the keyword in the box labelled "keyword".

Adding controlled terms using the vocabulary lookup: We support lookup of terms from the vocabularies listed. Start typing in the search box (where it says "*Type here to search controlled vocabularies*"). If there is a match for your search, a list of candidate terms will be displayed. You can then click on the term you want to add.

Adding controlled terms without using the lookup: If you want to add a controlled term from a vocabulary that isn't included in the catalogue, add the keyword's uri and its label to the appropriate boxes.

Add +

Type here to search controlled

☒ EnvThes

☒ GEMET

☒ CAST

×

Keyword

uri of controlled term

The “Science topic” and “ISO 19115 topic categories” fields are dropdown menus. Below are the categories between which you can choose.

Science topic categories

- Agriculture
- Animal behaviour
- Biodiversity
- Climate and climate change
- Ecosystem services
- Environmental risk
- Environmental survey
- Evolutionary ecology
- Hydrology
- Invasive species
- Land cover
- Land use
- Mapping
- Modelling
- Phenology
- Pollinators
- Pollution
- Radioecology
- Soil
- Water quality

ISO 19115 topic categories

- Biota (Flora and/or fauna in natural environment)
- Boundaries (Legal land descriptions)
- Climatology / Meteorology / Atmosphere (Processes and phenomena of the atmosphere)
- Economy (Economic activities, conditions and employment)
- Elevation (Height above or below sea level)
- Environment (Environmental resources, protection and conservation)
- Farming (Rearing of animals and/or cultivation of plants)
- Geoscientific Information (Information pertaining to earth sciences)
- Health (Health, health services, human ecology, and safety)
- Imagery / Base Maps / Earth Cover (Base maps)
- Inland Waters (Inland water features, drainage systems and their characteristics)
- Intelligence / Military (Military bases, structures, activities)
- Location (Positional information and services)
- Oceans (Features and characteristics of salt water bodies (excluding inland waters))
- Planning / Cadastre (Information used for appropriate actions for future use of the land)
- Society (Characteristics of society and cultures)
- Structure (Man-made construction)
- Transportation (Means and aids for conveying persons and/or goods)
- Utilities / Communication (Energy, water and waste systems and communications infrastructure and services)

* Description (min 100 characters)

Data resources deposited with the EIDC have an entry in the EIDC data catalogue, enabling users to find and access them. Please provide the following information to help complete the catalogue record. [Further guidance is available on our website.](#)

Please note, this information is not fixed and may be subject to change and improvement over time

The description should describe the data resource in question, NOT the project/activity which produced it.

The description is an 'executive summary' that allows the reader to determine the relevance and usefulness of the resource. The text should be concise but contain sufficient detail to allow the reader to ascertain rapidly the scope and limitations of the resource.

Write in plain English; in other words, write complete sentences rather than fragments. It is recommended that the abstract is organised using the "What, Where, When, How, Why, Who" structure.

* Lineage

The lineage should describe how the data came into existence and the stages it has passed through before being provided to the data centre.

Briefly describe how the data were generated and any QA steps

[See further guidance](#)



Area of Study (if relevant)

Please click Add and select the appropriate option. Once selected, the area can be customized by providing latitude and longitude coordinates defining a bounding box that encompasses the location of study.

Clicking on the show/update map icon (little globe) will also allow you to manually draw a bounding box.

Add ▾

West
Bounding
Longitude

North
Bounding
Latitude

South
Bounding
Latitude

East
Bounding
Longitude

