GRIIDC Dataset Submission Quick Guide

The purpose of this guide is to walk you quickly through the entire process of submitting data to the GRIIDC system. For more details about how to complete each step of the data submission process, and what information is required at each step, please refer to detailed user guides available at https://data.gulfresearchinitiative.org/training-user-guides.

1. Request a GRIIDC Account: https://data.gulfresearchinitiative.org/account
    a. You will receive an email and must complete the rest of the account request process before you can submit a dataset to GRIIDC.
    b. Note your assigned username is NOT your email address.

2. Complete and submit the dataset management planning Dataset Information Form (DIF) for a single dataset to begin the submission process: https://data.gulfresearchinitiative.org/dif
    a. Make sure you record the GRIIDC Unique Dataset Identifier (UDI) and title of your dataset for future reference.
    b. Your DIF will be reviewed and approved by GRIIDC Staff.
    c. You will receive email notification once your DIF has been approved. Your DIF must be approved before you can continue with the dataset submission process.

3. Submit your dataset: https://data.gulfresearchinitiative.org/dataset-submission
    a. Enter the GRIIDC Unique Dataset Identifier (UDI) you received when you created your DIF into the text box below "Unique Dataset Identifier (UDI)" and select "Load Dataset" to prefill the dataset submission with information provided in the DIF. Alternatively, you can select your UDI from the list of Approved Dataset Information Forms.
    b. Fill out any remaining blank fields and update any information that has changed.
    c. Pay special attention to the data extent tab; please provide the most accurate geographic information possible. Please provide coordinates in decimal degrees. If your data does not have any relevant geographic information, please select "Define Spatial Extent" and "Non-Spatial" to specify the reason why.
    d. In the Submit section in the "Dataset File Transfer Details" tab, upload your dataset file(s) and/or folder(s) to GRIIDC by using the Upload method. If your dataset is very large or your internet transfer speed is too slow to upload a larger file in a reasonable amount of time, please email griidc@gomri.org to determine an alternative method to submit your dataset file to GRIIDC.
    e. In the Submit section select "Submit" on the bottom of the form. After submission, your dataset will enter the GRIIDC dataset package review process. GRIIDC staff will contact you if additional information is required to finalize your dataset.

Congratulations! You have finished the data submission process! This will make your data easily searchable and useful to other researchers.

If at any time you have any questions, concerns, or experience any issues during the process please email griidc@gomri.org. Please remember detailed user guides that fully describe the step-by-step process and provide examples of information to be provided at each step are available online at https://data.gulfresearchinitiative.org/training-user-guides.