



Arctic LCC Data Planning Questionnaire

PI Name:

Affiliation:

Email address:

Please submit completed questionnaire to data@arcticlcc.org

Metadata and project documentation

Who will be responsible for providing project-level metadata ¹ to the Arctic LCC?	
Who will be responsible for providing metadata for the products ¹ ?	
Which metadata standards will you use?	FGDC, version FGDC-STD-001-1998
	North America Profile ISO 19115
	Dublin Core (DCMI)
	Metadata Object Description Schema (MODS)
	Other (Please specify)

¹ See Appendix A for definitions.

Data types, formats, and file size

What data types (e.g., maps, reports, and electronic data files) will you be creating or capturing?	
What file formats do you anticipate using?	
If you anticipate submitting data that require specific software, please include the software specifications (i.e., software package, version, manufacturer, and native platform).	
Please estimate the amount of Arctic LCC disk space your products and data will require for storage/archiving.	

Data integration

Which bodies/research groups are likely to be interested in these data?	
What are the foreseeable contemporary or future uses for these data?	
What existing datasets will you use or build upon?	
How will your data enhance existing datasets?	

Data use, sharing, and access

Are there any reasons not to share or re-use these data (e.g., ethical concerns, data quality issues)?	
Will any permission restrictions need to be placed on these data? If so, what is the procedure for gaining access to these data?	
We recognize that there are a number of online data repositories that may be appropriate for your dataset (e.g., National Snow and Ice Data Center). Do you intend to submit your data to an online repository? If so, please provide the URL.	

Legal and ethical issues

Are there ethical and/or privacy issues?	
If so, how will these be resolved?	

Appendix A – Project-level metadata and metadata for products.

Project-level metadata describes the project as a whole. Formats for project-level metadata may vary among different projects, but at a minimum, the individual responsible for the project-level metadata must be able to provide the following information:

- Title of the project
- Study site (if applicable)
- Purpose: scientific reasoning behind the project
- Abstract
- Principal Investigator, and other responsible parties and contact information
- Affiliation of PI and other responsible parties
- Keywords

Metadata for products describes any datasets and/or reports that will be delivered to the Arctic LCC. Formats for product metadata may vary among projects, but at a minimum, the individual responsible for the product metadata must be able to provide the following information:

- Title of the data (or report)
- Study site (if applicable)
- Purpose: scientific reason why data were collected
- Abstract:
 - What data were collected
 - What instruments and source(s) were used
 - When, where, and how frequently the data were collected
 - How parameters were measured or produced (methods), units of measure, precision and accuracy is known, and the relation to other data in the dataset, if appropriate
- Principal Investigator, and other responsible parties and contact information
- Affiliation of PI and other responsible parties
- Status of data collection: “Complete”, “In-progress”, or “Planned”
- Maintenance and update frequency of data
- Geographic coordinates (if applicable)
- Time period
- Keywords