

Collaborating with iDigBio on Grant Proposals

Overview

As part of its role as national resource, iDigBio is often asked to comment on grant proposals to various funding agencies. This document provides guidance on topics related to collaboration with iDigBio, interaction with the iDigBio Portal, and commitment of services by iDigBio for grant proposals.

Proposal Comment

When iDigBio receives a request to comment on a proposal, the request is forwarded to the iDigBio PIs and Project Manager to ensure the request is within iDigBio's mission and scope, which generally takes 1-2 business days. Then, the person requesting comments will be contacted and asked to provide the portions of the proposal and data management plan that outline the specific services iDigBio is being asked to provide. Once the proposal and data management plan are received, they will be forwarded to the iDigBio PIs and Project Manager for comment, which generally requires a minimum of 3 business days.

Letter of Collaboration

For proposals to the Advancing Digitization of Biodiversity Collections (ADBC) program, letters of support are not allowed. If a letter is submitted with a proposal, NSF will require it to be removed.

Proposals to other NSF programs may or may not allow letters of support/collaboration. The Principal Investigator should read the solicitation for proposals to that program or contact the Program Officer to verify that a letter can be submitted with the proposal before requesting one from iDigBio.

If letters are acceptable, iDigBio can verify its support/collaboration as described in the Project Description of the proposal with a letter in the following format:

To: _____, Program Director(s),

By signing below, I acknowledge that I will provide the assistance or collaborate as indicated in the proposal, entitled " _____ " with _____ as the Principal Investigator. I agree to undertake the tasks assigned to me, as described in the proposal, and I commit to provide or make available the resources therein designated to me.

Signed: _____ Print Name: _____

Principal Investigator, iDigBio

Date: _____ Institution: _____

Cost Implications

Some proposals may include cost implications due to the nature of services that iDigBio is being asked to provide. iDigBio can provide certain additional services, such as virtual machines, for a fee. The fee schedule for the requested service(s) must be obtained from iDigBio for inclusion in the proposal budget.

Community Participation

iDigBio encourages data providers to participate in iDigBio Working Groups whenever possible. A list of working groups is located on the iDigBio Wiki: https://www.idigbio.org/wiki/index.php/IDigBio_Working_Groups

iDigBio Data Portal

The iDigBio Data Portal is located at: <http://portal.idigbio.org/>

A description of the iDigBio Data Portal and the technology it utilizes is located here:

<https://www.idigbio.org/content/idigbio-specimen-portal-technology-preview-2012>

Intellectual Property and Licensing

iDigBio has established an Intellectual Property Policy related to the presentation of content provided by collections and institutions, which is located here:

<https://www.idigbio.org/content/idigbio-intellectual-property-policy>

Storage

iDigBio does not provide archival storage. iDigBio stores record/image data for access and display via the iDigBio Portal. Each institution must maintain the primary copy of its data.

Data Format

iDigBio data are generally based on the Darwin Core (<http://rs.tdwg.org/dwc/terms/index.htm>) and Audubon Core (http://terms.gbif.org/wiki/Audubon_Core) standards. iDigBio currently supports data in Darwin Core (DwC) and Darwin Core Archive (DwC-A) formats. However, iDigBio is working on an extended schema for ingestion, and we strongly encourage data providers to work closely with iDigBio to help define data ingestion strategies. The progress of this effort can be followed here:

<https://www.idigbio.org/wiki/index.php/MISC-Authority-File-Working-Group>

Image Format Guidelines

The current iDigBio policy on accepted formats for iDigBio-hosted images is located here:

<https://www.idigbio.org/content/idigbio-image-file-format-requirements-and-recommendations>

Globally Unique Identifiers (GUIDs)

A Globally Unique Identifier (GUID) is a unique reference number used as an identifier. Complexities associated with specimens and associated, dynamic data in natural history collections have led to differences in opinions about how to create GUIDs and where they are required vs. recommended. iDigBio has developed a guide intended to give data providers the information necessary to assign GUIDs that will allow iDigBio to ingest and share data: <https://www.idigbio.org/content/guid-guide-data-providers-0>

Data Management Plan

Most grant proposals will require a supplementary Data Management Plan document. The funding agency often provides guidance on what should be included in this document. For interaction and collaboration with iDigBio, the following information should be considered:

- **Background Information:** *Describe any relevant background information on data strategies.*

- **Products of Research:** *Describe and quantify what the project will produce, especially with respect to the different types of data and multimedia objects (digital products).*
- **Digital Products Storage and Archiving:** *Describe how the project participants plan to store and archive the digital products that are produced in the short-term and long-term.*
- **Data Formats and Metadata:** *Describe the data and multimedia object formats used, giving details of how they comply with iDigBio's published minimum data and image standards (see above sections in this document), as well as additional data types that are currently not covered by iDigBio's standards.*
- **Data Dissemination and Policies for Data Sharing and Public Access:** *Describe and define the data sharing and public access policies governing the generated digital products. Include mention of intellectual property rights, as well as delivery schedules for ingestion to iDigBio during and after the duration of the grant.*
- **Roles and Responsibilities:** *Name the individuals who are responsible for creating, managing, and delivering the digital products to be submitted to and ingested by iDigBio. Describe the responsibilities for data quality and for receiving feedback on the submitted and ingested data.*