Required Components

- ☐ written report
- ☐ online synopsis
- ☐ data
- ☐ metadata

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SUBMISSION
If your project was funded in 2014 or earlier (1200, 1300, 1400 series): The file package may be submitted directly to joann.mellish@nprb.org.

If your project was funded in 2015 or later (1500, 1600 series): Please upload your final report using the reporting tool of your Workspace account. Data and metadata files should be uploaded in your account in the appropriate folder.

Final report packages are due within 60 days of the project end date.

WRITTEN REPORT
The written report should be in Word or pdf format and include the following sections:

Title Page. On a stand-alone page, please include:
- North Pacific Research Board Project Final Report
- Project title and identification number (e.g., NPRB project 1310)
- Author(s) with appropriate affiliation(s) - include phone and email for primary author
- Date (month and year) of submission.

Index. Provide a listing of the report contents here in sequential order if there are multiple chapters or manuscripts. Page numbers are not required.

Abstract. Maximum length of 250 words.

Key Words. Identify up to 10 key words or short phrases, including common and scientific names of principal organisms, geographic area, processes studied, and methods.

Citation. Provide a citation for your report in the following format:
Duncan C, Dickerson B. 2015. Prevalence of *Coxiella burnettii* and *Brucella* spp. in tissues from subsistence harvested northern fur seals of St. Paul Island, Alaska. NPRB Project 1313 Final report. 14pp.

Chronology. Include references to any prior or related project numbers, approved changes in scope, and no-cost extensions provided.

Introduction. State the reason for the overall work, including general background, scientific hypotheses, and management or societal context.

Objectives. Please refer to your original approved Statement of Work, and list each objective as written in that document with any changes noted in the Chronology. For each objective, use clear and simple terms to describe how you achieved that objective. If you were unable to achieve one or more objectives, or if project objectives were altered with NPRB approval, provide a brief explanation here.

Chapters. Your report may include submission of published, in review, or in preparation manuscripts. Submit each of these documents as a separate Chapter in this section. **PIs are strongly encouraged to submit their results in manuscript format.** This can take the form of a published PDF, content currently under review, or in preparation. Please specify the target journal if the manuscript is in preparation. If your work is not yet ready for publication, please organize your report in this section with an introduction, methods, results, and discussion.

For each data chapter not yet published, please include the statement, '*No content in this chapter may be cited or reprinted without the express written permission of 'PI names(s)*'.

Conclusions. Provide a brief, clear statement of the conclusions for the entire project. Specifically describe how study objectives from your statement of work were addressed. If applicable, note the reasons why you may not have met certain milestones. Describe any next steps that could be considered for future research or key variables that could be considered for long-term monitoring efforts.

Management or Policy Implications. Please address how your project outcomes directly, or indirectly, relate to resource management or policy.

Publications. List all peer-reviewed publications, resulting in whole or part, from this NPRB-funded project, including manuscripts in review or in preparation. Contact NPRB for a publication number at the proof stage of any manuscript for inclusion in the Acknowledgements section.

Outreach. Please include a listing of all outreach activities and products here. If there were any changes to your original outreach plan, please describe them in this section.

Literature Cited. Include only those references not listed previously in the chapters.

Acknowledgments.

SYNOPSIS

A short synopsis (300-500 words) allows NPRB to effectively communicate research to the public. ***The synopsis must be submitted online, here***: https://www.nprb.org/core-program/annual-project-requirements/project-summary-form.

DATA & METADATA

Provide a very brief description of the data type and amount to be transferred. **A copy of all raw data files collected under this funding is required.** Raw data will be publicly available after the 2-year embargo period.

If your project was funded in 2014 or earlier (1200, 1300, 1400 series): At least one metadata record is required for each dataset submitted, in .xml or Word questionnaire format located at the end of this document, for review by Axiom Data Science. For some projects, more than one metadata record may be required.

If your project was funded in 2015 or later (1500, 1600 series): Data files should be uploaded in your Research Workspace account. The Workspace's metadata editor should be used for metadata submission and review by Axiom. At least one metadata record is required for each dataset submitted, typically for a folder of related data files. See the help documentation for the Workspace metadata editor (https://researchworkspace.com/help/MetadataEditor.html)

The final 10% of project funds will be released when the final package is approved.

NPRB Metadata Questionnaire Form

Project title:

File name(s):

Overview: The following 21 questions will provide the minimal content to create a metadata record. Not all the questions may apply to the project you are trying to describe. This file metadata questionnaire should be completed for each dataset in your project that is collected using a unique method or protocol. These metadata records are intended to provide technical information about the associated dataset, including methods for data collection, instrumentation, data processing, as well as descriptive information about the encoded dataset. The fields listed in orange are the corresponding metadata elements that will ultimately be mapped to the final ISO record(s) for your project data.

1) Provide a short summary describing the project and its associated dataset. (Abstract). Be sure to include all the below information in your abstract:

- overview statement summarizing why the study was conducted;
- short description of what information is contained within the data file;
- the file format(s) of the data (e.g. csv, ASCII file);
- a brief description of how the data were created;
- a general timeline for when the data were generated (month and year instance or range);
- a general location where data were collected or generated.

2) Provide a summary about why the data were collected (e.g. Why are these data useful and how will they be used or applied in the scheme of the overall project, or how might they be used by future researchers or resource managers)? (Purpose)

3) Provide contact information for each of the following, including the name, address, telephone number, and email. (Contact)

a) Listed the person primarily responsible for responding to answer questions about the data. (Point of Contact)
b) List the person primarily responsible for conducting this research. (Principal Investigator)
c) List the person primarily responsible for the creation of this dataset in its current form. (Originator)
d) List other organizations or individuals who should get credit for support, funding, or data collection and analysisand briefly describe their associated role. (Additional Point(s) of Contact)

4) **List the format in which the data are stored** – shapefile, raster, spreadsheet, database, ArcInfo coverage, text file, other (please identify). (Category and Form) If known, also include the software version.

5) Please list keywords associated with this project or dataset. (Keyword types: theme, place, stratum, temporal, taxonomy)

6) Does the dataset contain taxonomic information?

a) What important species or communities were examined or are documented in the data? (Taxonomy)

b) Did you use a taxonomic authority or field guide for identification? (Identification Resources)

i. If so, what is the reference?

ii. Describe any modifications, if any, to the classification.

7) Provide the following information about where the data collection associated with this file occurred: (Spatial Bounds)

a) A name of the location where the data collection occurred.
b) An expanded description of the spatial area represented by the dataset.
c) The bounding coordinates (north, east, south, and west bounds) of your dataset.

8) What is the time period represented by the dataset. Specifically, include the beginning and ending dates of collection or coverage found within the dataset. (Time period)

9) Does the dataset contain spatial or vertical extent information? (Spatial and Temporal Extent**)** If so, provide the following information:

a) What are the projection parameters (include datum), if not defined in the coverage or shape file?

b) If the data represent a static table that contains Lat./Long. information, list the datum in which these values are recorded.

10) Briefly describe how the data were collected. (Lineage statement) This should contain a detailed explanation about how the dataset was constructed, including data collection, transformations, and equipment used. This narrative should provide the entire development history of the dataset from its origin to current form.

11) Did you use any established/published methods or techniques in your field, lab, or analysis work? If you used existing protocols or methods, list the references. (Lineage Statement)

12) List any source datasets you used in assembling these datasets. (Source Data**)** For each source provide a citation in the format below and the contribution of the source to your analysis. Provide as much information reference information as you can, including URLs or a published data series. Citations

should be cited in the format: Creator of Data Source (PublicationYear): Title. Version. Publisher. Data Type. Identifier.

13) List the processing occurred between data collection and its current form (Processing Steps). Depending on the dataset, processing might include digitization, removing or identifying outliers via computer scripts, file processing, data summarization, or data transformations. Modeling project, in particular, should use this section to completely describe how the final products were obtained.

In addition to the above, answer these questions related to data processing:

a) If you used existing processing protocols or methods, list the references.
b) Is there a different person other than the one listed in #2 above that should be contacted about the data processing? If so, please provide their name, affiliation, and full contact information.

14) List what measures or tests did you use to make certain that your dataset was as correct as possible (e.g. instrument calibrations, spot checking data, spreadsheet macros for outliers, accuracy assessment matrices, etc.). (Data Quality/Attribute Accuracy)

15) Were there any things that you excluded from your data collection (e.g. stems less that a certain diameter, streams without surface flow, abandoned wells, proprietary data, etc.)? This may include information about any data omissions, inclusion or exclusion criteria, generalizations, definitions used, and other rules used to derive the dataset. (Data Quality/ Completeness)

16) Provide a detailed description of the dataset contents..This includes titles and descriptions of each table, as well as the column names, column definitions, and units used within each table. (Data Table Attributes)

a) Do any values in the dataset represent codes from a data dictionary or codebook (taxonomic or biological abbreviations, etc.)? If so, please provide references for where these values can be explained. This can be a more efficient way to document for future users what values mean, instead of providing full, detailed explanations within the metadata document itself. (Data Dictionary)

17) Select the development status of this dataset (Status**)**:

☐ Completed/Final

☐ Ongoing

☐ Pending

☐ Archived (if archived provided the archive reference number:_____)

18) List any constraints on the use or access of this dataset as follows (Constraints**):**

a) **Limitations on the use of the dataset (**Use Limitations**).**
b) **Legal restrictions or prerequisites to who may obtain/use the dataset.** Are there legal restrictions on (Legal Constraints)
c) **Restrictions applied to the dataset to protect security concerns (**e.g. locations of T&E species)**, including its security classification, any explanations of the classification, the classification system, and information about handling the resource or metadata.** (Security Restrictions)?

19) Is there an online location where any additional information about the dataset can be found? (Online Links)

20) Are there any publications associated with this data? Do the data support or represent the findings of a published project? Please include citations for these works, if relevant. Be sure to include citations for final NPRB report(s). (Related Resources)

21) Do you have any advice for potential users of the dataset? If there is any other pertinent information you feel should be captured in the metadata, please feel free to list it or describe anything in free text as general information. (Supplemental Info)