

Instructions for submitting Research Application Tracking System (RATS) cruise reports and data to NOAA NCEI using the Send2NCEI (S2N) submission tool

As part of the [Marine Scientific Research \(MSR\) Consent](#) process, a digital copy of all data of scientific value collected during the marine scientific research activities are to be submitted to the U.S. National Oceanic and Atmospheric Administration ([NOAA](#)), National Centers for Environmental Information ([NCEI](#)) using the Send2NCEI ([S2N](#)) archival tool. NCEI is the designated repository for all data collected under the MSR program authorized by the [U.S. Department of State](#) (DOS).

Below are step-by-step instructions for submitting your Research Application Tracking System ([RATS](#)) data and cruise reports to NCEI using S2N. For questions about S2N, please contact NCEI.Archive@noaa.gov and NCEI.Coastal@noaa.gov. You can find detailed MSR information in the [MSR policy and application procedures web](#) and by contacting MarineScience@state.gov.

Send2NCEI (S2N) is a data archiving tool that allows the submission of data files and related documentation (< 20 gigabytes) to NCEI for long term preservation, stewardship, and open discovery and access. For data packages larger than 20 gigabytes, please contact NCEI.Coastal@noaa.gov. The instructions below refer to descriptive figures which are included at the bottom of this document.

Step 1: Create an account with [login.gov](#) (Figure 1a)

If you already have an account, move to Step 2. This login.gov account is required to use S2N. S2N uses login.gov to allow you to sign in to your S2N account safely and securely. To create an [individual login.gov account](#), you will need: 1. Your email address, 2. To create a password and 3. Use one or more authentication methods.

Step 2: Login to [S2N](#) (Figure 1b)

If this is your first time using S2N, you will need to supply your contact information (Figure 2). You can edit your profile information at any time. After you enter your information, you will be directed to the “**New Submission Package**” page (Figure 3). If you have submitted data packages to NCEI before using S2N, you will be directed to the S2N Dashboard (Figure 4).

Note: *S2N will time out if you are inactive entering information for several minutes. If this happens, please log back into S2N.*

The S2N dashboard allows you to create new data submissions. It also allows you to edit existing data packages not yet formally uploaded and submitted for NCEI archival under “**Submission Packages I Am Working On**”. Data submissions can be edited as many times as needed until before upload as shown in Step 3. The [S2N help page](#) provides additional descriptions about each step.

“Submission Packages NCEI Is Working On” contains data packages that have been uploaded and submitted to NCEI for archival via S2N. These packages are under review by NCEI data archivists, and are no longer editable from S2N. To provide a data or metadata update or additional information related to a submitted data package, please contact NCEI.Archive@noaa.gov and NCEI.Coastal@noaa.gov and include the **“Submission Package Reference ID”** received from NCEI S2N.

“Archived Submission Packages” contains data packages approved for NCEI archival.

“Rejected Submission Packages” contains data packages that require additional information from the data submitter. If you have questions, please email us (NCEI.Archive@noaa.gov and NCEI.Coastal@noaa.gov) and include the Data Reference ID and NCEI Accession.

Creating a **“New Submission Package”** requires the following information (Figures 5a-e):

1. **People and Projects** (Figure 5a)

- a. **Responsible Persons:** This is a required field. Add at least one person’s name responsible for the collection of the data (i.e., chief scientist and/or point of contact). You can enter as many people as necessary. Names already in the NCEI archive will autocomplete.
- b. **Related Funding Agencies:** This is an optional field. Add one or more funding agencies. Agency names already in the archive will autocomplete.
- c. **Related Projects and/or Programs:** This is an optional field. You can add one or more projects and/or program names associated with your field work.
- d. Click **“Save”** after each metadata variable entered.
- e. Click **“Continue”**

2. **Dates and Locations** (Figure 5b)

- a. **Dates:** This is a required field. These are the start and end dates of the entire data collection irrespective of variable: Enter the dates in YYYY-MM-DD format (e.g., 2021-03-19 for Year: 2021; Month: March; Day: 19)
- b. **Location:** This is a required field. Enter in the northernmost, easternmost, southernmost and westernmost geographic coordinates in decimal degrees where data were collected irrespective of variables measured during the cruise.
- c. **Ship Names or Platform:** This is an optional field. Enter the name of the research vessel or platform used in the collection of the data. Use the autocomplete if appropriate.
- d. **Sea Areas or Regions:** This is an optional field. Enter the name of the oceanic region or basin where the data was collected (i.e., North Pacific). You can enter as many entries as you wish. Use the autocomplete if appropriate.
- e. Click **“Save”** after each metadata variable entered.
- f. Click **“Continue”**

3. Data Types (Figure 5c)

- a. **Parameter or Variable:** This is a required field. Enter at least one measured variable or calculated parameter (i.e, coral, salinity, tritium, chlorophyll A). There is no limit on variables and/or parameters entered. Use the autocomplete if appropriate.
- b. **Units/Observation Category/Sampling instrument:** These are required fields. You must enter at least one variable or parameter. As appropriate, enter the units of measurement, observation type, and sampling instrument. If data has no units of measurement or other fields, enter “NA” (i.e., Not Applicable).
- c. Click “**Save**” after each metadata variable entered.
- d. When done, click “**Continue**”

4. Package Descriptions (Figure 5d)

- a. **Data Set Title:** This is a required field. S2N will suggest a general title based on the metadata provided in other fields. You can accept, edit, or generate your own title. The title should describe the data in general (i.e., *Temperature and salinity measurements taken by Conductivity-Temperature-Depth (CTD) from the research vessel Ronald Brown in the Caribbean Sea from 2010-05-06 to 2010-06-20*).
- b. **Abstract:** This is a required field. The abstract provides a summary of the entire data collection (i.e., *Physical and biological oceanographic time series measurements were collected to study the diurnal migration of copepods. This dataset is the U.S. State Department MSR RATS UYYYY-XX*). **Please note that it is mandatory to include in the abstract “This dataset is the U.S. State Department MSR RATS UYYYY-XX”. UYYYY-XX is your assigned MSR RATS number.** This is required to allow open discovery and access of MSR RATS data submissions archived at NCEI.
- c. **Dataset Author List:** This is a required field. Add at least one person’s name as author of the dataset (i.e., chief scientist, and/or other personnel). Enter name(s) as Last_name, First_name Middle_initial. For multiple authors, separate names by a semicolon ';’.
- d. **Purpose:** This is an optional field. Add information about the project, funding agency, and/or any other metadata.
- e. **References:** This is an optional field. Add citation information about scientific publications, user guides, websites, data reports, and any other information.
- f. When done, click “**Continue**”

Step 3: Submit Data (Figure 5e)

Once all required S2N fields are entered, data is ready to be uploaded for NCEI appraisal

Note: Please carefully review your data submission package before uploading and submitting to NCEI. After the data has been uploaded via S2N, you will no longer be able to edit the data

package within S2N. Please contact NCEI.Archive@noaa.gov and NCEI.Coastal@noaa.gov with questions.

Files to upload: All data submitted to NCEI S2N must be in computer machine-readable non-commercial digital data formats. Do not include data in commercial formats, including MatLab. Please refer to the [NCEI Preferred File Formats](#) for more information. All data received at NCEI are considered public open access.

- To upload a file (i.e, cruise report, data, metadata) via S2N, click “**Choose File**”. Select the file you wish to upload from your operating system's file menu. Note only one file can be uploaded at a time. However, another option is to first compress all data files (i.e., ZIP) and submit the compressed folder. **Note: data cannot exceed 20GB in size.**
- To upload additional single files to S2N, click “**Add another file**”. Repeat this step as needed.
- After all appropriate files have been added, there is an option to provide comments at the bottom of the page.
- When all files have been added, click “**Upload Files and Submit**”. After the data has been uploaded, the data package can no longer be edited. The data package will appear in “**Submission Packages NCEI Is Working On**”.

Step 4. After data has been submitted for appraisal and archival at NCEI

- After you successfully submit and upload the data package to NCEI for data appraisal, you will receive an automated S2N email indicating your data was received along with a “**Reference ID number**”. This is a temporary data reference ID used to communicate with NCEI via email (NCEI.Archive@noaa.gov and NCEI.Coastal@noaa.gov) with questions.
- NCEI data archivists will then conduct a [data appraisal](#). NCEI staff may contact you with additional questions.
- Once the data are accepted for archival, it will be published online. NCEI will email you an “**Accession Number**” and a direct link to the data. An accession number is a unique permanent NCEI reference number. Using this number, a user can search and access the original data from NCEI as well as information about the data itself. Your data are now freely and openly discoverable, accessible, interoperable, and reusable.
- Once all of the data has been uploaded to the NCEI S2N and accepted for archival, the data provider must forward the NCEI data submission confirmation email with the assigned Accession Number to marinescience@state.gov. **Please include “U20XX-XXX Research Data” in the email subject line.**
- At a later time, you will receive an additional email from NCEI staff indicating a newly minted Digital Object Identifier ([DOI](#)) number and a corresponding online landing page. **All MSR RATS data must have a DOI assigned by NCEI.** The data provider must forward the DOI confirmation email from NCEI to marinescience@state.gov. **Please include “U20XX-XXX Research Data” in the subject line.** Once a DOI has been assigned, the MSR RATS dataset will also be openly discoverable and accessible via the [NCEI-hosted Marine Scientific Research Data Access Page](#) (Figure 6). This page

identifies MSR RATS data collected by international scientists in U.S. waters and archived at NCEI.

- If you have data and/or metadata updates after the original submission for archival, you are required to re-submit your data. Please contact NCEI.Archive@noaa.gov and NCEI.Coastal@noaa.gov and include in your email the Accession Number and DOI for guidance.

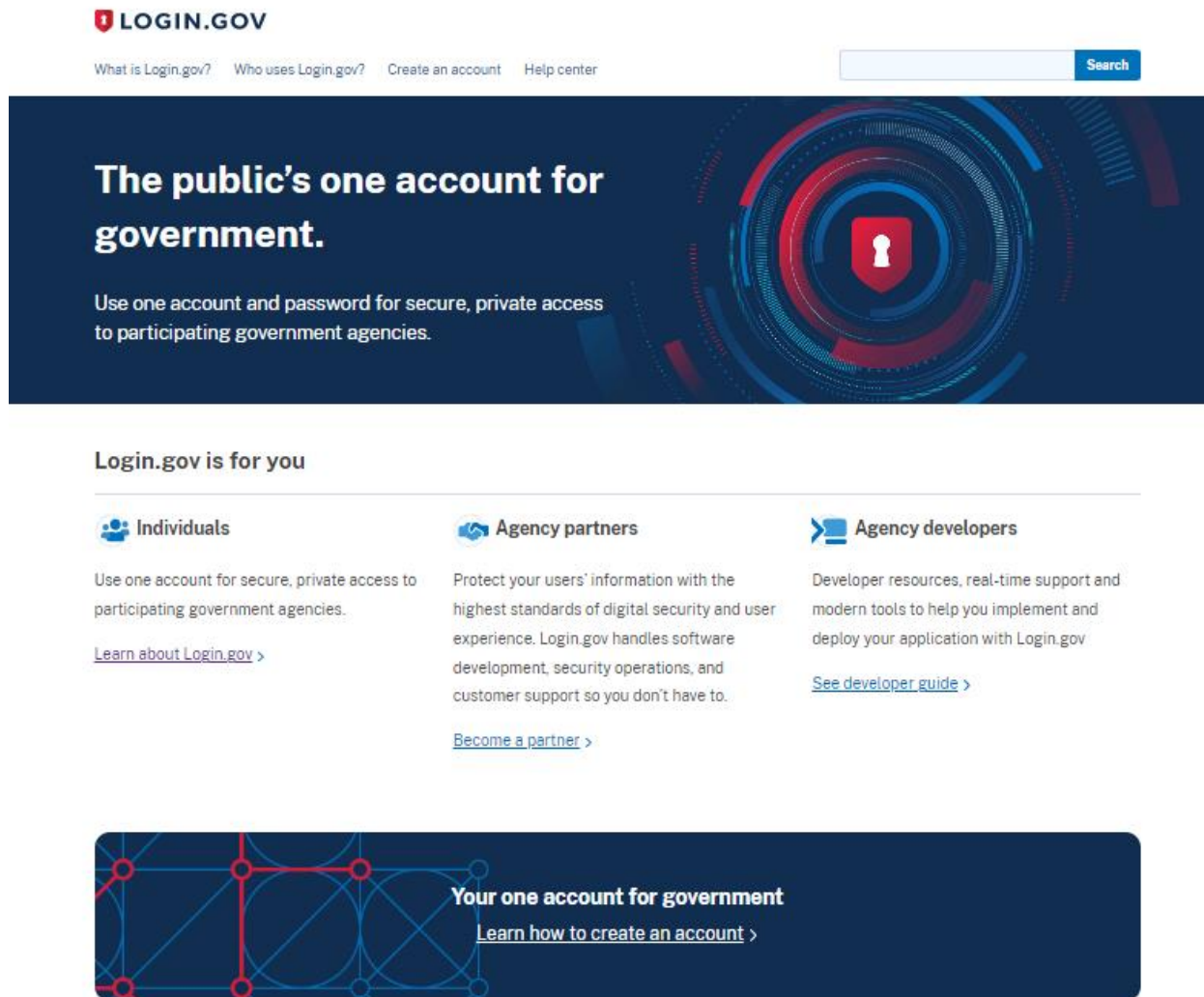


Figure 1a. Login.gov web page where you can create an individual account (<https://login.gov/>).

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Submit Data

- Send2NCEI (S2N)
- How do I find data that I submitted?
- What happens to your data?
- Data Submission Guidelines

Submit Data: Log in

Send2NCEI (S2N) is an archiving tool that allows you to easily submit your data files and related documentation to the National Centers for Environmental Information for long term preservation, stewardship, and access. S2N will help you meet your requirements for data documentation, sharing, and archiving. The system enables more efficient processing and archiving of your datasets. If this is your first time using S2N, set up an account and within minutes you will be well on your way to submitting your first data package!

Log in Send2NCEI is using Login.gov to allow you to sign in to your account safely and securely. If you are not a NOAA employee, you will need to establish an account with Login.gov in order to use Send2NCEI.

NOAA FORM 24-13
(Expires 03-31-2025)
OMB No. 0648-0024

Notwithstanding any other provision of the law, no person is required to respond to, nor shall any person be subject to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.

PAPERWORK REDUCTION ACT STATEMENT: Voluntary descriptive metadata about environmental observation data provides essential contextual information that makes observation data useful to multiple users and facilitates reuse of environmental data. Descriptive metadata collected using the Send2NCEI web application will be retained and distributed with data that are accepted as archival information packages. Public reporting burden for this information collection is estimated at 45 minutes per response that includes sufficient metadata to be useful for long term preservation and reuse. This response burden estimate includes time for reviewing instructions, gathering and maintaining necessary data, and completing and reviewing the collection of information. Send comments regarding these burden estimates or any other aspect of this collection of information, including suggestions for reducing this burden, to ncei.info@noaa.gov. Geospatial metadata is requested in accordance with Executive Order 12906 and NOAA Administrative Order 212-15.

Figure 1b. Send2NCEI (S2N) login page (<https://www.ncei.noaa.gov/archive/send2ncei/>). SN2 requires data providers to create an account with login.gov (Figure 1a).

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Search NCEI

You are here: [Home](#) > [Submit Data](#) > Create Account

Send2NCEI: [My Submission Packages](#) | [Edit Profile](#) | [Help](#)

Logged in as: [1oceanographer@gmail.com](#) [Logout](#)

Submit Data: Create Account Step 2 of 2

Your Name: * Required fields are in red

Title:

* First Name:

Middle Name:

* Last Name:

Suffix:

Nickname:

* Institution:

Your Phone Contact:

* Phone Number:

Your Address:

Street Address:

City:

State/Province:

Zip/Postal code:

Country:

[Continue](#)

We only require your first and last name, but please enter your full name for completeness.

Examples

- Dr. Ferdinand R. Hassler
- Ms. Rachel Carson
- Col. E. Lester Jones

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Figure 2. Information about the data submitter for creating a new account in S2N

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You are here: Home > Submit Data > New Submission Package

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Logged in as: [foceanographer@gmail.com](#) [Log out](#)

New Submission Package

Reference ID: FNFM31 [Review](#)

People & Projects | Dates & Locations | Data Types | Package Description | Upload & Submit

Responsible Persons: * Required fields are in red

* First Name: required Save Person

Middle Name:

* Last Name: required

* Role: required

E-mail:

Institution:

[Discard this entry](#)

Please enter at least one responsible person and press Save Person.

Related Funding Agencies:

Funding Agency: Save Agency

[Discard this entry](#)

You have not entered any funding agencies. (Not required)

Related Projects and/or Programs:

Project/Program: Save Project

[Discard this entry](#)

You have not entered any project or program names. (Not required)

[Continue](#)

Please click "Save Person" to add a person to your Submission Package. You can add multiple persons who should be recognized for their contribution to this data collection.

Start typing in the text box. Select from list or provide funding agency names if not listed in our menu.

Start typing in the text box. Select from list or provide project/program names if not listed in our menu.

Figure 3. Entering information about initial data submission package. Note that every new submission data package includes a "Reference ID".

The screenshot shows the NCEI S2N dashboard interface. At the top, there is a navigation bar with the NOAA logo and the text 'National Centers for Environmental Information' and 'NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION'. Below this is a menu with 'Home', 'Products', 'Services', 'Resources', 'News', 'About', and 'Contact'. A search bar labeled 'Search NCEI' is on the right. The main content area is titled 'My Submission Packages' and includes a 'Create A New Submission Package' button. Below this are four sections, each with a table of submission packages:

Submission Packages I Am Working On

Reference ID	Status (Last Edit Date)	Title	Creation Date
[Empty table body]			

Submission Packages NCEI Is Working On

Reference ID	Status	Title	Submission Date
[Empty table body]			

Archived Submission Packages

Reference ID	NCEI Accession	Title	Date Archived
[Empty table body]			

Rejected Submission Packages

Reference ID	Title	Date Submitted
[Empty table body]		

Figure 4. S2N dashboard where new data submission packages are created and edited before formal submission for NCEI appraisal and archival.

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Home Products Services Resources News About Contact Search NCEI

You are here: Home > Submit Data > New Submission Package

Send2NCEI: [My Submission Packages](#) | [Edit Profile](#) | [Help](#)
Logged in as: [toceanographer@gmail.com](#) [Log out](#)

New Submission Package

Reference ID: P9MM23 [Review](#)

People & Projects | Dates & Locations | Data Types | Package Description | Upload & Submit

Responsible Persons: * Required fields are in red

* First Name:
Middle Name:
* Last Name:
* Role:
E-mail:
Institution: [Discard this entry](#)

Please enter at least one responsible person and press Save Person.

Related Funding Agencies:

Funding Agency:
[Discard this entry](#)

You have not entered any funding agencies. (Not required)

Related Projects and/or Programs:

Project/Program:
[Discard this entry](#)

You have not entered any project or program names. (Not required)

Please click "Save Person" to add a person to your Submission Package. You can add multiple persons who should be recognized for their contribution to this data collection.

Start typing in the text box. Select from list or provide funding agency names if not listed in our menu.

Start typing in the text box. Select from list or provide project/program names if not listed in our menu.

Figure 5a. S2N information about People & Projects

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Home Products Services Resources News About Contact Search NCEI

You are here: Home > Submit Data > New Submission Package

Send2NCEI: [My Submission Packages](#) | [Edit Profile](#) | [Help](#)
Logged in as: [1oceanographer@gmail.com](#) [Log out](#)

New Submission Package

Reference ID: F9MM23 [Review](#)

People & Projects | **Dates & Locations** | Data Types | Package Description | Upload & Submit

Dates: * Required fields are in red

*** Start Date:** YYYY-MM-DD or (-)NNNNNNNN
Earliest observation or measured date within the data collection. Use a negative sign (-) to indicate a BCE year, e.g., -50000.

*** End Date:** YYYY-MM-DD or (-)NNNNNNNN
Latest observation or measured date within the data collection. Use a negative sign (-) to indicate a BCE year, e.g., -50000.

These dates represent the start and end of the observed or measured data and may be represented as calendar or BCE dates. Please do not include itinerary dates for cruises, etc. The start date must always be earlier than the end date.

Location:

*** Northern Boundary:** -90.0° – 90.0° (ddd.ddddd)

*** Southern Boundary:** -90.0° – 90.0° (ddd.ddddd)

*** Western Boundary:** -180.0° – 180.0° (ddd.ddddd)

*** Eastern Boundary:** -180.0° – 180.0° (ddd.ddddd)

Use these four fields to define a box around your data collection area, in decimal degrees. Note that southern latitudes and western longitudes must be listed as negative numbers.

Ships Names or Platforms:

Ship/Platform: [Save Platform](#) [Discard this entry](#)

You have not entered any ship names or platform identifiers. (Not required)

Start typing in the text box. Select from list or provide ship names or other platform identifiers used to collect these data.

Sea Areas or Regions:

Sea Area/Region: [Save Region](#) [Discard this entry](#)

You have not entered any sea areas or region identifiers. (Not required)

Start typing in the text box. Select from list or provide a geographic name for areas where these data were collected.

[Continue](#)

Figure 5b. S2N information about Dates and Locations

The screenshot shows the 'New Submission Package' form in the NCEI S2N system. The 'Data Types' tab is active, displaying a form for adding a new data type. The example entry is for 'WATER TEMPERATURE', which is marked as a required field. The form includes fields for 'Parameter or Variable', 'Units', 'Observation Category', 'Sampling Instrument', 'Sampling and Analyzing Method', and 'Data Quality Method'. A 'Save Data Type' button is present, along with a 'Discard this entry' link. A sidebar on the right provides detailed definitions for each field.

Data Types: Start typing in the text box. Select from list or provide additional parameter/variable names, units of measure, sampling instrument, or observation categories if not listed in our menu.

Parameter or Variable: The physical, biological, chemical, or other property being measured or calculated, e.g., water temperature. Select whether it is a measured or calculated property.

Units of Measure: The unit of measure defining the parameter or variable, e.g., degree Celsius (°C)

Observation Category: A broad characterization of the kind of parameter/variable that was observed, i.e., laboratory analysis, model output, in situ, satellite, other.

Sampling Instrument: The general kind or type of instrument used to measure or calculate this parameter/variable.

Sampling and Analyzing Method: A brief description of how the parameter/variable was measured or calculated. Include a citation to a published methodology or process, if applicable.

Data Quality Method: A brief description of quality assurance checks, acceptable value ranges, quality indication flags related to this parameter/variable.

Figure 5c. S2N information about Data Types (examples)

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You are here: Home - Submit Data - New Submission Package

Send2NCEI: My Submission Packages | Edit Profile | Help
Logged in as: 1oceanographer@gmail.com Log out

New Submission Package

Reference ID: P9MM23 [Review](#)

People & Projects Dates & Locations Data Types Package Description Upload & Submit

Package Descriptions: * Required fields are in red

Based on the information you put so far, NCEI recommends the use of this title:
[DATA TYPES] from [START DATE] to [END DATE]
 Use the NCEI recommended title

*** Data Set Title:** Example: Temperature, salinity, dissolved oxygen in situ measurements taken by CTD from the research vessel Ronald Brown in the Caribbean Sea from 2010-05-06 to 2010-06-20

*** Abstract:** Example: This data submission is part of an ongoing program to study circulation patterns in the Caribbean Sea. The data includes time series measurements taken to document thermocline fine structure variability. The data collected is valuable for model data assimilation studies. This dataset is the U.S. State Department MSR RATS UYYYY-XX

*** Dataset Author List:** Example: Last name, first name; institute, country (one or more authors can be included)

Purpose: Example: These data were collected to support the study of ... (Not required)

References: You are encouraged to list existing reports, publications, user guides, web sites, or other supporting documentation relevant to the Submission Package. (Not required)

Title: Your title should include one or two primary variables, not more than one or two ship/platform names, the sea area and date range when data were collected. Checking the box inserts a title based on the information you entered.

Abstract: A brief narrative summary of the data set, a clear and concise statement that enables the reader to understand the content of the dataset.

Dataset Author List: Provide an ordered list of authors who should be included in a bibliographic citation for this data set. Please use **Family name, Given name** and repeat as necessary, with each author's name separated by a semi-colon. Organizations may also be listed as authors.

Purpose: A brief summary of why these data were collected or the research goals intended for these data.

References: Please provide a listing of existing reports, publications, user guides, web sites, or other supporting documentation relevant to the Submission Package.

Continue

Figure 5d. S2N information about the data submission package (examples). **Please note that it is mandatory to include in the abstract field “This dataset is the U.S. State Department MSR RATS UYYYY-XX”.** UYYYY-XX is your assigned MSR RATS number. This is required to allow discovery and access of MSR RATS data submissions.

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Logged in as: [1oceanographer@gmail.com](#) [Log out](#)

New Submission Package

Reference ID: P9MM23 [Review](#)

People & Projects Dates & Locations Data Types Package Description **Upload & Submit**

You are ready to Upload and Submit

All required fields have been completed. At this time you may upload your data files below and submit your Submission Package. If you have additional information to provide, please do so using one of the existing tabs, by including the information in a file in your submission, or by using the comment field below. Once you submit your Submission Package to NCEI, it will no longer be editable within this interface.

[Review](#) the complete package.

Files to send

Please select the file you wish to upload from your operating system's file menu. When you have added all appropriate files, you may leave additional comments below and then click the "Upload Files and Submit" button.

Note: You may experience problems if you upload a single file larger than about 2 gigabytes, depending on your connectivity, bandwidth and other technical factors.

Note: If you select files and navigate away from this tab before uploading and submitting, you will have to reselect your files upon returning to this tab.

Choose File No file chosen [remove](#)

[Add another file](#)

Comment:


I will provide some or all data files separately.
(Choose this option if you will be using [a different method of sending your data files to NCEI](#).)

[Upload Files and Submit](#)

If you experience any problems submitting your data files, please send an email to NCEI.Archive@noaa.gov or call Customer Service at 301-713-3277. Include your Submission Package Reference ID with your correspondence.

To help NCEI better understand your Submission Package, please provide any additional information you feel necessary. If you have been working with specific NCEI personnel, please mention them here to help us redirect your Submission Package more efficiently.

Figure 5e. S2N data submission package upload and submit page. S2N will automatically review your previous metadata entries and alert you if you have missed a required field.



The U.S. Department of State (DOS) [Marine Scientific Research data \(MSR\) program](#) provides permission for research cruises from international partners to collect oceanographic, meteorological, and marine geophysical data in waters subject to U.S. jurisdiction in exchange for sharing data with U.S. parties.

For questions or additional information, please contact MarineScience@state.gov or NCEI.Coastal@noaa.gov.

MSR data collected by international partners must be submitted to NCEI. These data must be accompanied by observation/processing notes and relevant interpretive reports. See the [data submission instructions](#) for more information.

Data Access

Available datasets include oceanographic measurements, visual observations of marine wildlife, chemical measurements, and marine geophysical data. These data types are used by government and public scientists to understand the U.S. Exclusive Economic Zone environmental and ecological resources.

MSR Survey ID	Contributing Country	DOI (Data Access)
*PRC=People's Republic of China *ROK=Republic of Korea *UK=United Kingdom		
U2011-003	Japan	doi.org/10.25921/nkzz-dy46
U2011-004	Japan	doi.org/10.25921/ngcx-zk31 doi.org/10.25921/5d9m-a060
U2011-005	Japan	doi.org/10.25921/kv1x-1k70

Figure 6. [NCEI Marine Scientific Research Data website](#) allows public discovery and access to data collected by international partners authorized by the U.S. Department of State to conduct [Marine Science Research \(MSR\)](#) in waters subject to U.S. jurisdiction. Each data set includes the MSR Research Application Tracking System ([RATS](#)) number as well as a Digital Object Identifier.