

# FORMAT AND STANDARDS FOR FBIP DATA SUBMISSION

March 2016

## Species Checklist Format and Standards

Species checklists / checklist contributions must be submitted according to the Catalogue of Life (2013) standards and fields. Please see: <http://www.catalogueoflife.org/colwebsite/content/contributing-your-data> for details of the required fields and for a downloadable template. Data can be submitted to the FBIP in either MS Access or Excel format.

## DNA Barcode Data

Grantholders undertaking DNA barcoding must use the standard protocols for their taxon, and must meet the required standards for recognized BARCODE data (see <http://www.boldsystems.org/index.php/Resources> and [http://www.barcodeoflife.org/sites/default/files/DWG\\_data\\_standards-Final.pdf](http://www.barcodeoflife.org/sites/default/files/DWG_data_standards-Final.pdf)). Data must be made publically accessible in the BOLD system. Lists of specimens that have been barcoded with a reference to data in the BOLD or other recognized database must be provided to the FBIP. Microbial sequence data not accommodated in BOLD should be submitted to Genbank.

## Species Pages for the Encyclopedia of Life

Species information can be captured in MS Access or Excel format, or on the Word template and submitted to the FBIP for dissemination via the SANBI portal and EoL where appropriate. Headings / content categories and the Word template are available from the FBIP.

## Specimen / Occurrence Data

The required standard for specimen or occurrence data is the "Simple Darwin Core". This is a subset of the terms that have common use across a wide variety of biodiversity applications. The terms used in the Simple Darwin Core are those that are found at the cross-section of taxonomic names, places, and events that document biological occurrences on the planet. The fields and descriptions for the Simple Darwin Core can be found at: <http://rs.tdwg.org/dwc/terms/simple/index.htm> or can be obtained from the FBIP. While the number of fields included is large, not all are critical for data to be submitted to the FBIP. An Excel template that includes the critical fields can be provided to grantholders submitting species occurrence data if required.