



FBIP Format and Standards Guidelines for Data Submission Foundational Biodiversity Information Programme (FBIP)

2019

1. 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. Data can be submitted to the FBIP in either MS Access or Excel format (template will be provided by the FBIP or it can be downloaded from the FBIP website: <http://fbip.co.za/templates>).

2. 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>)

Data must be made publically accessible in the BOLD system. Microbial sequence data not accommodated in BOLD should be submitted to Genbank. Lists of specimens that have been barcoded with a reference to data in the BOLD or other recognized database must be submitted to the FBIP (template will be provided by the FBIP or it can be downloaded from the FBIP website: <http://fbip.co.za/templates>).

The FBIP has created a BOLD campaign for all the FBIP funded projects. Data submitted to BOLD must be added to the existing FBIP Campaign (e.g. Foundational Biodiversity Information Programme). This is to group FBIP projects together to enable the FBIP to track the number of records submitted through the funded projects and also to track progress. Grantholders of FBIP funded barcoding projects must give the FBIP campaign coordinator (BOLD name: Mahlatse MM Kgatla) limited access (viewing and analytical rights) to the project. The campaign coordinator will keep sequence data confidential until publishing.

The campaign coordinator will keep sequence data confidential until publishing. FBIP Campaign participants should create and manage their own projects on BOLD and they have controls on the distribution of data and how and when to publish the projects as per BOLD rules (there is a fixed time limit as to how long a project with barcode data can remain closed from public view).

Creating a project funded by the FBIP in BOLD: The following procedure must be followed in order to create/register a project under the FBIP campaign:

- To upload Barcode records to BOLD under the FBIP Campaign, a project must first be created to house the records.
- Once logged into BOLD, select the 'Create New Project' link on the top left side of the Project Management menu. It will take you to the New Project Submission Form.

- In order to select the FBIP campaign - click on the drop down list for “campaign”. Select the FBIP campaign: “Foundational Biodiversity Information Programme”
- Alternatively, access this page on an existing project by opening your project and clicking on "Modify Project Properties" in the left side menu; Select the FBIP campaign.

3. 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. A Word template with the headings / content categories are available on the FBIP website (<http://fbip.co.za/templates>) or from the FBIP.

4. 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 and their use is critical for integration of data from different sources. The fields and descriptions for the Simple Darwin Core can be found at:

<http://rs.tdwg.org/dwc/terms/simple/index.htm>. Not all the fields are critical for data to be submitted to the FBIP. An Excel template that includes the critical fields is available on the FBIP website or can be provided to Grantholders.

5. Metadata

Each data set must be accompanied by the descriptive metadata required by the FBIP. The metadata fields are available on the FBIP website (<http://fbip.co.za/templates>) or from the FBIP on request.