

# CRU Data Review and Release Process

## Scientist initiates Data Release for IPDS

1. Scientist prepares data and metadata for distribution and review
  - Metadata should pass USGS validation before being sent to Don using the USGS Metadata Wizard or <https://mrddata.usgs.gov/validation/>
2. Scientist completes and submits the CRU Data Release Form to Don Dennerline via email with the metadata and, if reasonable, data file(s) (or a link to them).

## Don Dennerline provides initial review and creates IPDS record

1. Don reviews CRU Data Release Form and verifies the data/metadata are ready to be sent out for review or works with scientist to resolve any issues
2. Don initiates data release in IPDS
3. Don notifies scientist via email: 1) that the reviewer(s) is/are approved; 2) that the data/metadata are ready to be sent to the reviewer(s); and 3) of the IP number for ScienceBase

## Scientist initiates Data Release in ScienceBase

<https://www.sciencebase.gov/about/content/data-release>

- Indicate that the release should be in the CRU Community
- Indicate whether you need them to generate a DOI for you (in most cases yes)
- Scientist sends Don the Sciencebase URL and reserved DOI number for the IPDS record

## Scientist receives and reconciles reviews for IPDS

1. Sends data and metadata to approved reviewer(s)
2. Receives comments and revises data and metadata to address comments from reviewer
3. Sends reviewer comments with author's reconciliation (using track changes and/or comments) to Don for documentation in the IPDS record

## Don finalizes IPDS record and submits for bureau approval

1. Don examines reviewer comments and reconciliations of data/metadata and works with scientist to resolve any issues
2. Don makes final updates to IPDS record (routing and biblio tabs)
3. Don provides his final approval so IPDS record is routed to JT for Final Bureau approval

## Scientist finalizes ScienceBase Release

1. Scientist uploads/updates the final data release files (revised data and metadata) to ScienceBase
2. Scientist conducts final review of landing page and any child pages
3. Scientist sends Don an email that the ScienceBase record is ready for release

## Don confirms bureau approval and release in Sciencebase

1. JT reviews and provides bureau approval
2. Don notifies the scientist and ScienceBase that the data release has been bureau approved and is ready for release