The Data Producer Role:

During Planning Phase and Investigation Confirmation Review preparations

- Work with the NASA Headquarters Program Executive and Program Scientist to develop the NASA Investigation Implementation Plan (IIP), including Level 1 science data requirements
- Prepare the Data Management Plan (DMP) using the DMP Template for Data Producers
- Develop data processing algorithms
- Identify needed investigation-specific tools
- Work with assigned DAAC to prepare for investigation data and learn about requirements, standards, and timelines
- Share relevant documentation, such as investigation plan or science plan to help the DAAC meet their preparation requirements and plan for data publication in advance
- Invite DAAC and ADMG to participate in science team meetings and telecons
- Provide data product descriptions and any available sample file(s) to assigned DAAC as soon as possible

Overall Communication

- Respond to DAAC or ADMG questions in a reasonable timeframe
- Provide a point-of-contact to DAAC for questions/issues

For Data Delivery / Data Handling

- Provide sample files before data delivery
- Assist DAAC with data ingest
- Deliver data and checksum files to DAAC by agreed upon deadline
- Add complete metadata to files using a standard format or provide metadata to DAAC in a separate document for formats that are not self-describing; examples include some ASCII or binary file formats
- Check file metadata compliance prior to data delivery using identified tools
- Perform quality checks on data products and convey results to DAAC
- Update the DMP as required
- Gather close-out/preservation content

During Data Publication Process

- Deliver all project and science data-related closeout content to DAAC
- Provide data product descriptions if not previously delivered
- Submit data product descriptive metadata using online form (or questionnaire)
- Review DAAC-generated user guides or web page content for accuracy
- If applicable, share any relevant algorithms, scripts or code that used to develop the data product
- If applicable, share any relevant algorithms, scripts or code that can assist in using data
- Provide access to appropriate documentation about dataset quality and production methodology
- Ensure all data have been delivered to the DAAC

Assisting with DAAC Data Product Outreach and User Services

- Provide subject matter expertise (SME) for the data products when requested
- Assist with reviewing specialized outreach materials before distribution
- Promote data access via DAAC and Earthdata Search by leveraging DAAC data citation and data product DOIs

The Data Producer can expect the DAAC to:

- Review DMP
- Provide a point-of-contact for help and questions
- Respond to questions in a reasonable timeframe
- Assist team with understanding metadata requirements
- Help with checking data product format and metadata compliance
- Confirm that data files have transferred without error
- Assign a unique identifier to the data product
- Communicate throughout the data publication process and provide updates on data publication status
- Request review of data guides and outreach materials
- Participate in science team meetings
- Continue to support data products and maintain data product landing pages indefinitely

The Data Producer can expect the ADMG to:

- Help answer questions until DAAC is assigned
- Support the development of the DAAC selection package
- Respond quickly to questions and requests
- Provide reference materials and function as a resource for airborne information, standards, processes and requirements
- Provide assistance with DMP completion and review completed DMP
- Provide help with understanding the data publication process
- Provide assistance with airborne metadata and file format issues
- Provide assistance with DAAC communication, if needed
- Provide access to introductory guides describing the process of DMP completion, metadata assignment, data product development and testing, etc.
- Add investigation data to the NASA airborne and field investigation inventory

The DAAC Role:

During DAAC Assignment Phase

- Evaluate investigation science product and capacity requirements
- Complete and submit a proposal to ESDIS if interested in archiving the investigation data
- Review DMP
- Add investigation to existing DAAC DMP once approval given

Overall Communication

- Respond to questions from data producers in a reasonable timeframe
- Communicate with data producers throughout the data publication process to verify information and data product accuracy

For Data Delivery / Data Handling

- Provide a point-of-contact for data delivery and ensure data transfer is convenient, accurate, and easy
- Perform file checks that include transfer accuracy and format compliance as soon as a sample data file or data product files are received
- Ensure high quality collection and granule level metadata that meet a designated standard and maintain that quality over time
- Provide data product files and documentation on DAAC public server, discoverable by Earthdata Search, and available for bulk download
- Ensure that the data are stored in an archive and can be replaced in a suitable time frame

During Data Publication Process

- Develop a user guide from data producer documentation that is aimed at a broad audience with pointers to more detailed information
- Provide data product browse imagery if appropriate
- Identify needed investigation-specific tools
- Prepare preliminary campaign landing page
- Prepare preliminary data product landing pages
- Assign unique identifiers to data products
- Publish data products within designated time frame
- Archive preservation materials
- Perform final check on archival materials
- Announce data availability to user communities
- Confirm that data products are discoverable in CMR
- Follow data product retirement protocol should public data product be replaced or become obsolete

For Outreach and User Services

- Provide user support for data products, utilizing SMEs as needed
- Highlight investigation data products in social media, NASA webinars, science conference posters and presentations if appropriate for data service level

- Attend investigation science team meetings

The DAAC can expect the Data Producer to:
- Assign a point-of-contact for communication with DAAC
- Respond to questions in a reasonable timeframe
- Submit detailed data description(s) and sample file(s) at earliest availability
- Help to ascertain file accuracy after data transfer
- Fix any identified in-file metadata or file format compliance issues
- Provide links or access to documentation about data products and methodology
- Review materials curated by DAAC personnel and provide feedback and help
- Help to review outreach materials and check web site accuracy when requested
- Provide any other scientific insight and guidance related to the data products as needed

The DAAC can expect the ADMG to:
- Help with solving specific airborne metadata and file format issues
- Assist with DAAC-Data Producer communication and problem resolution
- Function as a resource center for needed information, standards, processes
- Add investigation metadata to the NASA airborne inventory