**Toolkit Data Submission Instructions**

Please email scge@mcw.edu the following information:

1. PI/MPI name(s): Doudna & Banfield
2. POC name: Patrick Pausch
3. Project Title:
4. Initiative: check one:

[ ]  Animal Reporter and Testing Centers

[ ]  Biological Effects

[ ]  Delivery Systems

[x]  Genome Editors

1. Access: check one:

[ ]  Tier 1 (your project team, DCC Toolkit team, NIH PO/PTL/PS)

[ ]  Tier 2 (your project team, DCC Toolkit team, NIH PO/PTL/PS, + collaborating SCGE-funded team)

If Tier 2 – identify collaborating SCGE-funded project to be given access to data:

PI/MPI name and project:

All members of the collaborating SCGE-funded project team will be given access to the data unless a specific subset of the additional SCGE-funded project team is identified.

[ ]  Tier 3 (internal access to entire SCGE consortium)

[x]  Tier 4 (external release to scientific community and public)

1. We are providing a metadata file for data being submitted to the Toolkit. Please see the “read me” tab for instructions and fill in as many fields as you can. Attach completed metadata file to email.
2. Attach files to email: xls, xlsx, csv, txt, jpeg, special format (let DCC know)
	1. For large files (e.g. sequence) or large number of files (e.g. images), please contact the Toolkit team at scge@mcw.edu prior to submission.
3. Successful data submission will be confirmed by the DCC through communication to the following group of people: PI/MPI, POC, NIH PO & SO, Colin Fletcher, and Deanna Portero
4. Ideally within the two weeks following data submission, the DCC will schedule a Toolkit meeting with the POC to discuss in detail the submitted data and the metadata file.

Data submission will transition to a web submission process through <https://scge.mcw.edu/> in the near future. For the first round of data submission, please send the above information to scge@mcw.edu. Questions regarding data submission can be directed to scge@mcw.edu or mrdwinel@mcw.edu.