



## ILGE TNA/NOA Data Upload Protocol for GFZ Data Services Portal

Version 2.2 - 20.11.2026

This protocol outlines the uploading for research data and associated files related to ILGE TNA/NOA access to the GFZ Data Services portal. Users are strongly encouraged to carefully review the **publication instructions provided on the [GFZ Data Services website](#)** for more detailed guidance. Facility Managers are responsible to guide Users in the metadata generation and data set publication process. If users are unable to complete the data set publication, Facility Managers will proceed with the publication on their behalf.

### Files needed for a dataset publication

The following files are required to make a dataset publication:

- **Metadata file** (.xml), generated via the [EPOS MSL Metadata Editor](#). If the data set does not fit within any of the [EPOS MSL categories](#), users may alternatively use the standard [GFZ Metadata Editor](#) for metadata creation. In the metadata file, the **ILGE TNA/NOA network and the MEET project should be added as Contributors with the role “sponsor.”** Please also ensure that the contact person’s email address is provided for future communication.
- **Data description files**, completed using the [GFZ Data Services template](#). Please note that the template is intended as a guide to assist users in describing their data, but it can be modified as needed. Users are encouraged to review similar data set publications within their field for guidance on effective data description. **The data description file should contain in the abstract acknowledgment of the ILGE TNA/NOA grant** as follows: “*This publication results from work conducted under the transnational access/national open access action at <FACILITY NAME\_- LAB NAME> supported by WP3 ILGE - MEET project, PNRR - EU Next Generation Europe program, MUR grant number D53C22001400005.*”.
- **Data files**, which can either be raw or processed data in any non-proprietary format. From an ecological perspective, only selected and relevant data should be uploaded. For data transfer, users can send a link to a personal repository or the data files via

email to [datapub@gfz.de](mailto:datapub@gfz.de). If the dataset is large, users should send the data via a cloud service (nextcloud, dropbox, wetransfer) or request an SFTP upload link by contacting [datapub@gfz.de](mailto:datapub@gfz.de). Please, ensure that the ILGE management team ([management.ilge@ingv.it](mailto:management.ilge@ingv.it)) is cc-ed in the initial submission email.

### Submission Timeline

ILGE TNA/NOA users are required to adhere to the following deadlines:

- Metadata Submission: The metadata file must be provided along with the User's scientific and financial report that must be provided within 30 days following the end of the TNA/NOA access period.
- Dataset submission: The dataset submission must be granted within 2 months following the end of the access period. Upon submission to the GFZ Data Services team, the dataset must include the data files, the corresponding data description files, and an updated version of the metadata file (if any changes have occurred). This applies even if an embargo is in place. During the embargo period, the data will not be made publicly available, but a DOI will still be assigned (reserved) to the data publication. Failure to meet the dataset submission deadline will result in ineligibility to apply for future ILGE TNA/NOA calls. Please also note that, according to ILGE Data Policy, the Facility Manager is responsible to ensure the publication of the data set at the end of the 3-months period.

### Embargo

An embargo period of up to 2 years can be applied to restrict access to the data after submission. This embargo is intended to provide the user time to publish or further analyze the data before making it publicly available.

- During the embargo period, the DOI is not registered (this ensures later update of the data). If the authors wish, a DOI can already be registered (and the metadata be published), but data will not be accessible to the public, except when the authors agree (requests can be made via the contact form on the DOI landing page)
- Users will not receive a reminder that the embargo is about to expire. Before the end of the embargo period, both users and Facility Managers are required to review the dataset. If any adjustments or updates are necessary, they must be communicated to the GFZ Data Services team and completed before the end of the embargo to ensure the data reflects the most up-to-date version when it becomes publicly available.
- If needed, users can request an extension of the embargo period beyond the initial 2 years. Extension requests must be initially submitted to the ILGE management team for approval, before contacting the GFZ Data Services team.

### Steps for Dataset Publication

1. **Preparation of the files needed for the dataset publication:** Users should prepare all the files needed for the data set publication by reviewing the metadata file initially submitted to the ILGE management team for reporting purposes and making any necessary updates. Additionally, Users should complete the data description files for the dataset to be published and organize the data files accordingly. As some parts of the DOI code are included in the file names, users are advised to send the metadata XML to GFZ Data Services and require the reservation of the DOI before sending the data. Once the DOI is reserved, the GFZ Data Services team will inform the authors about the correct prefix of their files.
2. **Data set submission:** Users should first contact the GFZ Data Services team via email ([datapub@gfz.de](mailto:datapub@gfz.de)) to submit the data set. The data can be sent via email or cloud services, like nextcloud, dropbox, wetransfer, etc. For large datasets, SFTP upload links provided by GFZ Data Services can be used, but initial contact must be made via email. The ILGE management team should be cc-ed in the initial submission email.
3. **GFZ Review and Proofreading:** the GFZ Data Services team will review the submitted metadata and data description for completeness and consistency and may require some revision. The GFZ Data Service team will then provide a review link for the authors to proofread the dataset publication and give permission to register the DOI.
4. **Publication:** the GFZ Data Services team will publish the dataset and register the DOI.