



Jul 08, 2020

SARS-CoV-2 NCBI submission protocol: SRA, BioSample, and BioProject

Forked from [NCBI submission protocol for microbial pathogen surveillance](#)

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1 Works for me dx.doi.org/10.17504/protocols.io.bf7bjrin

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ABSTRACT

PURPOSE:

This is a SARS-CoV-2 specific protocol that covers the steps needed to establish a new NCBI submission environment for your laboratory, including the creation of new BioProject(s) and submission groups. Once these are step up, the protocol then walks through the process for submitting raw reads to SRA and sample metadata to BioSample through the Submission portal.

For new submitters, there's quite a bit of groundwork that needs to be established before a laboratory can start its first data submission. We recommend that one person in the laboratory take a few days to get everything set up in advance of when you expect to do your first data submission.

If you need a pipeline for frequent or large volume submissions, follow Step 1 in the [SARS-CoV-2 NCBI submission protocol: SRA, BioSample, and BioProject](#) to get your NCBI submission environment established, then contact gb-admin@ncbi.nlm.nih.gov to set up an account for submitting through the API.

These protocols cover submission using NCBI's Submission Portal web-interface.

Complete in order (1 then 2):

1. SARS-CoV-2 NCBI submission protocol: SRA, BioSample, and BioProject (included protocol)

- Step-by-step instructions for establishing a new NCBI laboratory submission account and for creating and linking a new BioProject to an existing umbrella effort.
- SARS-CoV-2 raw data submission to SRA (Sequence Read Archive) and metadata to BioSample.

2. SARS-CoV-2 NCBI assembly submission protocol: GenBank

Required: established BioProject and BioSamples

- Submit SARS-CoV-2 assemblies to NCBI GenBank, linking to existing BioProject, BioSamples, and raw data.

DOI

dx.doi.org/10.17504/protocols.io.bf7bjrin

PROTOCOL CITATION

Ruth Timme, Emma Griffiths, Heather M Blankenship, Erin L Young, Duncan MacCannell, Stacia Wyman
2020. SARS-CoV-2 NCBI submission protocol: SRA, BioSample, and BioProject. **protocols.io**
dx.doi.org/10.17504/protocols.io.bf7bjrin

FORK FROM

Forked from [NCBI submission protocol for microbial pathogen surveillance](#), Ruth Timme

KEYWORDS

REFERENCES

NCBI submission, pathogen surveillance, genomic epidemiology, SARS-CoV-2, covid-19, SRA, BioSample, BioProject

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CREATED

May 08, 2020

LAST MODIFIED

Jul 08, 2020

PROTOCOL INTEGER ID

36803

BEFORE STARTING

This protocol has three sections:

- **Section 1:** Setting up NCBI accounts (for new users)
- **Section 2:** Single-step data submission to **SRA** for raw reads and associated sequence metadata and to **BioSample** for sample metadata
- **Section 3:** Detailed steps for creating a BioProject (usually done once during the account set-up)

Associated protocols:

- [SOP for populating the NCBI submission templates](#) for SARS-CoV-2 (e.g. BioSample and SRA metadata)
- [GenBank submission protocol](#) for submitting SARS-CoV-2 assemblies or consensus sequences.
- [NCBI Data Curation protocol](#) for making updates, corrections, or retractions to your data.

Link to [PHA4GE contextual data specification](#)

"Ingredients" to have in place before starting your submissions

1 Set up a new NCBI submission environment for your lab

- 1.1: Create an NCBI user account
- 1.2: Set up an NCBI submission user group for your lab
- 1.4: Bookmark the link to your submission portal
- 1.5. Identify or establish new BioProjects (detailed in **Step 3**)

Ready for data submission:

After these steps are complete you can proceed with data submission in **Step 2**.

1.1 Create an NCBI user account at NCBI: <https://www.ncbi.nlm.nih.gov/account>



This will be your own individual user account at NCBI.

Some laboratory groups might choose to create a single NCBI user account that everyone in the laboratory uses.

1.2 Establish an NCBI submission user group for your laboratory.

We recommend using this user group for all NCBI submissions related to microbial genome surveillance. This will link your laboratory's NCBI data ownership to the *user group* and not to individuals, allowing anyone in the current group to perform updates or retractions and answer inquiries from the NCBI staff, even if there's been a complete turnover of staff since the original data submission.

User groups also ensure consistent data ownership across BioProjects, BioSamples, and sequence data. If your laboratory has non-overlapping research groups submitting and managing data at NCBI, multiple user groups can be established to track these efforts separately.

Your laboratory might already have a submission group established! Check the "Group" tab in the submission portal, <https://submit.ncbi.nlm.nih.gov/groups/>. Ask your colleagues to do the same thing, to ensure your laboratory doesn't already have one in place.

Submission Portal											
						Home	My submissions	Manage data	Groups	Templates	My profile
Groups											
Group id	Full name	Aliases	Department	Institution	Contact email	Members					
fda	FDA Center for Food Safety and Applied Nutrition	FDA/CFSAN	CFSAN-ORS-DM-MMSB	US Food and Drug Administration	GenomeTrakr@fda.hhs.gov	13					
fda_ny	FDA/CFSAN/NY_State		CFSAN-ORS-DM-MMSB	US Food and Drug Administration	Ruth.Timme@fda.hhs.gov	7					
fda_mdh	FDA/CFSAN/MDH		CFSAN-ORS-DM-MMSB	US Food and Drug Administration	Ruth.Timme@fda.hhs.gov	6					

Creating a new submission group:

1. Submit an email request to submit-help@ncbi.nlm.nih.gov containing the following information:

"Dear NCBI help staff,

Please establish a new user group for my laboratory.
I'm including the following information to help set up the group:

Short name of the group (abbreviation, e.g. "fda_ny")
Full name of the group (e.g. "NY Wadsworth submission group")
Contact email(s) to start the group
Institution and department or group
Physical address including country
Primary contact person, first and last name plus email.

* if you have existing submissions you want to be converted, please request the ownership change in this email.

i.e., Please assign this new user group to the following BioProjects and linked data.

Thank you,"

2. Look for an email reply entitled "NCBI Submission Portal Group invitation" and click on the enclosed link to accept the invitation.

1.3 Managing your NCBI submission user group.

After a user group has been established it can be edited for membership and permissions by clicking in the "group" tab of the submission portal (<https://submit.ncbi.nlm.nih.gov/groups/>), then on the Group Id hyperlink, e.g 'fda_ny' in the above example.

Users with admin privileges can update contact information in the "profile" tab and membership in the "Members" tab. New members can be invited by clicking on the "Invite members" link.

The screenshot shows the 'Submission Portal' interface for a group named 'fda_ny'. The 'Members' tab is active, displaying a table of group members with their permissions. A 'Save Permissions Changes' button is visible above the table. The table has columns for Username, First name, Last name, Email, and various permission checkboxes (Receives email notifications, Read, Modify, Submit, Delete, Admin, Remove member).

Username	First name	Last name	Email	Receives email notifications	Read	Modify	Submit	Delete	Admin	Remove member
klimke	Bill	Klimke	[REDACTED]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>
retimme	Ruth	Timme	[REDACTED]	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>					
justin.payne	Justin	Payne	[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Remove"/>				
wwolfgang	William	Wolfgang	[REDACTED]	<input checked="" type="checkbox"/>	<input type="button" value="Remove"/>					
samwirth	PulseNet	PulseNet	[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Remove"/>				
slg04	Sai	Gubbala	[REDACTED]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Remove"/>				

This user group should be kept up-to-date as members enter and leave the laboratory.

Permissions levels:

- READ: primarily for collaborators who can see the submissions, but not edit them.
- MODIFY, SUBMIT, DELETE: Permissions to submit, modify, or retract data (members usually have all or none of these permissions)
- ADMIN: Can invite or remove members of the submission group. Ensure that at least one (or more) members of your group have ADMIN privileges.

1.4 Bookmark "my submissions" at NCBI: <https://submit.ncbi.nlm.nih.gov/subs/>. This is the page where you view and track all of your past submissions.

If you see a blank page with a yellow box in the upper right corner saying “please login”, click this link and login using the credentials created in **Step 1.1**.

The screenshot shows the NIH Submission Portal interface. At the top, there is a navigation bar with the NIH logo and the text "U.S. National Library of Medicine National Center for Biotechnology Information". A user is logged in as "retimme". The main heading is "Submission Portal" with a "New" button. Below this, there are tabs for "Home", "My submissions", "Manage data", "Groups", "Templates", and "My profile".

The "Your submissions" section includes a "Start a new submission" button and a list of submission types: GenBank, BioProject, Sequence Read Archive, BioSample, Genome, Supplementary Files, TSA, and API.

There is a "Filter / Search" section with dropdown menus for "From date", "To date", "Status" (set to "Not deleted"), and "Sort by". There are also buttons for "Apps" and "Data archives". A "Query" search bar is present with "Search" and "Clear" buttons.

Below the filters, a table shows "96,398 submissions". The table has columns for "Submission", "Title", "App", "Group", "Status", and "Updated". Two rows are visible:

Submission	Title	App	Group	Status	Updated
SUB6510311	UI-less submission 2019-11-04	API	fda	✓ BioSample: Processed Successfully loaded SAMN13192483 (TaxID: 1639) ✓ SRA: Processed (2 objects)	07:15
SUB6502971	UI-less submission 2019-11-01	API	fda	✓ BioSample: Processed Successfully loaded SAMN13207727 (TaxID: 670) ✓ SRA: Processed (2 objects)	06:44

1.5 Identify or establish new BioProjects (Umbrella and/or Data BioProjects)

Umbrella BioProjects. If you are already part of a surveillance network, (e.g. SPHERES, COG-UK, CanCOGeN, etc) you should use one of their established umbrella bioprojects. For reference, here are some of the umbrella projects established for SARS-CoV-2 surveillance:

SPHERES (US): PRJNA615625
CanCOGeN (Canada), PRJNA623807

If you need to establish a new umbrella BioProject, follow instructions in **Step 3** with modifications for creating a new Umbrella BioProject (**Step 3.12**).

Data BioProjects. Does your laboratory have an established data BioProject for this effort? If not please follow instructions in **Step 3** for creating a new one.

Countries with single data projects (not exhaustive):

COG-UK (United Kingdom): PRJEB37886
Turkey: PRJNA636004
Switzerland: PRJEB38472
South Africa: PRJNA624358



More information:

Learn more about **data** vs **umbrella** BioProjects in Step 3

Data submission (BioSample and SRA)

2 Data submission (source metadata and sequence data):

This protocol follows a one-step data submission process where the source metadata is submitted at the same time as

the sequence data.

SARS-CoV-2 landing page: <https://submit.ncbi.nlm.nih.gov/sarscov2/>

NIH National Library of Medicine
National Center for Biotechnology Information

Submission Portal My submissions Manage data Groups

Submit SARS-CoV-2 sequences

Add your SARS-CoV-2 sequence data to the growing public archive

Easily submit assembled & raw read SARS-CoV-2 data for COVID-19 response. NCBI is here to help.

GenBank

Submit assembled reads of SARS-CoV-2 with FASTA files and source metadata. Annotation for SARS-CoV-2 is not required.

Accessions in 1-2 working days (avg)

Submit

Sequence Read Archive (SRA)

Submit unassembled reads of SARS-CoV-2 with BioProject, BioSample, metadata and NGS files.

Accessions in 2 hours (avg)

Submit

Benefits

- Make your sequence data available in the International Nucleotide Sequence Database Collaboration (INSDC) for global use in COVID-19 response
- Ensure your data contribution is included in [NCBI Virus](#), [BLAST](#), RefSeq and other resources
- Follow FAIR data-sharing principles

Click "submit" under the Sequence Read Archive (SRA) option

2.1 Download and populate the sample (BioSample) and sequence (SRA) metadata templates:

1. **BioSample:** PHA4GE pathogen template. (This is an extension of NCBI's combined pathogen package)

[BioSample-Pathogen-PHA4GE_200708.xlsx](#)

2. **SRA metadata template for raw sequence data** (download directly from NCBI, no modification needed for PHA4GE compliance).

For each SARS-CoV-2 isolate intended for submission, you will create one BioSample and one associated SRA entry. You can submit a single isolate at a time, or as a batch from an entire sequencing run or collection.



Follow PHA4GE guidelines for populating the metadata templates:

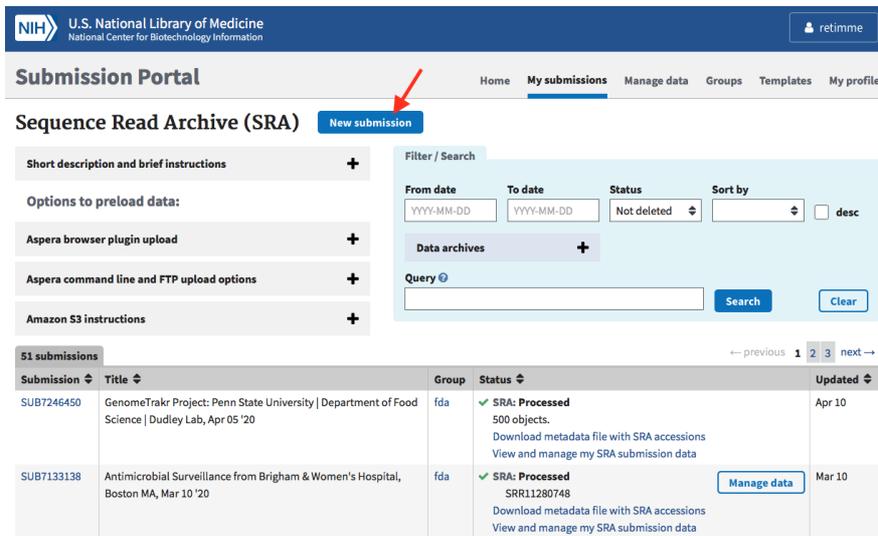
[PHA4GE SARS-CoV-2 Contextual Data Specification](#) for organizing public and non-public SARS-CoV-2 metadata. **Read through this specification thoroughly before starting your submission.**

[Protocols.io Guidance for translating the PHA4GE spec into NCBI submission templates.](#) A brief summary of the above specification for NCBI-relevant attributes.

**If your lab is storing metadata in a single spreadsheet (vs a LIMS) you could create one master NCBI metadata submission spreadsheet for *all* isolates, then cut/paste into the

respective submission templates.

2.2 Click the "New submission" box.



The screenshot shows the NIH Submission Portal interface. At the top, there is a navigation bar with the NIH logo and the text "U.S. National Library of Medicine National Center for Biotechnology Information". The user's name "retimme" is displayed in the top right corner. Below the navigation bar, the "Submission Portal" title is shown, along with navigation links for "Home", "My submissions", "Manage data", "Groups", "Templates", and "My profile". The main content area is titled "Sequence Read Archive (SRA)" and features a prominent "New submission" button, which is highlighted with a red arrow. To the left of this button are several expandable sections: "Short description and brief instructions", "Options to preload data:", "Aspera browser plugin upload", "Aspera command line and FTP upload options", and "Amazon S3 instructions". To the right of the "New submission" button is a "Filter / Search" section with fields for "From date", "To date", "Status" (set to "Not deleted"), and "Sort by" (set to "desc"). Below these fields is a "Data archives" section with a "+" icon and a "Query" input field with "Search" and "Clear" buttons. At the bottom of the page, there is a table of "51 submissions" with columns for "Submission", "Title", "Group", "Status", and "Updated". The table contains two rows of submission data.

Submission	Title	Group	Status	Updated
SUB7246450	GenomeTrakr Project: Penn State University Department of Food Science Dudley Lab, Apr 05 '20	fda	✓ SRA: Processed 500 objects. Download metadata file with SRA accessions View and manage my SRA submission data	Apr 10
SUB7133138	Antimicrobial Surveillance from Brigham & Women's Hospital, Boston MA, Mar 10 '20	fda	✓ SRA: Processed SRR11280748 Download metadata file with SRA accessions View and manage my SRA submission data	Mar 10

2.3 Submitter tab:

Populate with submitter info. The "submitter" is the name of the person, or user group, who is physically doing the submissions, not a supervisor or PI.

Select the appropriate submission group name (see **Step 1.2** for creating a new submission group), and describe the submitting organization or laboratory name. This will be auto-populated from the contact info you included in your NCBI user account. Click "Continue" to proceed.

2.4 GENERAL INFO tab:

1. BioProject: Did you already register a data BioProject for this effort? If not please follow instructions in **Step 3** for creating a new data or umbrella BioProject. Return back to this sub-step with the **data BioProject** accession in hand.

Click "**Yes**" and paste in your data BioProject accession, e.g. PRJNA614995.

Sequence Read Archive (SRA) submission: SUB7513659

New

1 SUBMITTER 2 GENERAL INFO 3 SRA METADATA 4 FILES 5 REVIEW & SUBMIT

General Information

BioProject

1 BioProject describes the goal of your research effort.

★ Did you already register a BioProject for this research, e.g. for the submission of the reads to SRA and/or of the genome to GenBank?

Yes No

★ Existing BioProject

PRJNXXXXXX

BioSample

1 The BioSample records the detailed biological and physical properties of the sample that was sequenced. A BioSample can be used in more than one BioProject since it should be used for all the data that were obtained from that sample. Usually SRA data sets are generated from more than one sample.

★ Did you already register a BioSample for this sample, e.g. for the submission of the reads to SRA and/or of the genome to GenBank?

Yes No

Release date

1 Note: Release of BioProject or BioSample is also triggered by the release of linked data.

★ When should this submission be released to the public?

Release immediately following processing
 Release on specified date or upon publication, whichever is first

1 Please allow 24-48 hours for propagation of the data to the NCBI SRA public site.

Continue

2. **BioSample**: Click "NO" here. You will be registering BioSamples within this current submission

3. **Release date**: Choose "Release immediately following processing".

4. Click **Continue**.

2.5 BIOSAMPLE TYPE tab:

You are choosing the appropriate metadata package here (i.e. what kind of samples are you submitting?).

Select the "**Pathogen affecting public health**", then "**Combined pathogen submission**" for SARS-CoV-2 surveillance data.

★ Select the package that best describes your samples:

Pathogen affecting public health

Use for pathogen samples that are relevant to public health. Required attributes include those considered useful for the rapid analysis and trace back of pathogens.

Clinical or host-associated pathogen

Environmental, food or other pathogen

Combined pathogen submission

Helper template for batch submissions that include both clinical and environmental samples. In the "attribute_package" field, specify either "Pathogen.cl" (for clinical or host-associated pathogen) or "Pathogen.env" (for environmental, food or other pathogen). Note that mandatory attributes are not completely represented in the template at this time, please refer to the clinical and environmental package definitions for requirements.



If your laboratory only sequences SARS-CoV-2 from human samples you can select the

"Clinical or host-associated pathogen" package.

2.6 BIOSAMPLE ATTRIBUTES tab:

Choose "Upload a file using Excel or text format (tab-delimited) that includes the attributes for each of your BioSamples".

Then click "Choose File" and browse to your populated metadata template.

If you have not populated your **PHA4GE BioSample metadata** template yet, download and follow the guidance in **Step 2.1**.

**Skip antibiogram sections (not relevant for SARS-CoV-2)

Click "**Continue**".

NCBI will do a validation check on your metadata. Resolve any red "errors" reported back by editing the spreadsheet and replacing the uploaded file. Review any yellow "Warnings" and proceed if everything looks ok.

Click "**Continue**".

2.7 SRA metadata tab:

Choose: "Upload a file using Excel or text format (tab-delimited)"

Upload the SRA metadata template populated in Step 2.1.

Click "**Continue**".

NCBI will do a validation check on your metadata. Resolve any red "errors" reported back by editing the spreadsheet and replacing the uploaded file. Review any yellow "Warnings" and proceed if everything

looks ok.

Click "**Continue**".

2.8 Files tab:

Each laboratory will establish its own path for transferring files.

In general, selecting the web browser option should work for uploading ~48 sequences at a time. For a more stable internet connection, your laboratory can use FTP or Aspera. Directions for doing so pop up after clicking the FTP radio button

- **Each file must be listed** in the [SRA metadata table you uploaded](#). If you are uploading a **tar** archive, list each file name, not the archive name.
 - **Unique file names that do not contain any sensitive information** should be used for all files. File names as submitted appear publicly when data is retrieved from the cloud.
 - Files can be compressed using **gzip** or **bzip2**, and may be submitted in a **tar** archive, but archiving or compressing your files is not required. **Do not use zip!**
- ★ **How do you want to provide files for this submission?**
- Web browser upload via HTTP or Aspera Connect plugin
Do not use web browser HTTP upload if you are uploading files over 10 GB or more than 300 files.
 - FTP or Aspera Command Line file preload
All files for a submission must be uploaded into a single folder.
 - Amazon S3 bucket

2.9 REVIEW & SUBMIT tab:

Check over your entire submission, then click submit.

If corrections are needed, you can go back and select individual tabs to edit your submission.



If you are having trouble finalizing your submission, contact the relevant NCBI database for assistance and include your submission ID in the email subject (SUB#####):

BioSample (for source metadata issues): biosamplehelp@ncbi.nlm.nih.gov

SRA (for raw sequence or sequence metadata issues): sra@ncbi.nlm.nih.gov

- 2.10 **BioSample accessions** will be automatically created upon submission and will be available on the "my submissions" page of the Submission portal by clicking on "## objects" within the submission record. You can also download by clicking the "Download attributes file with BioSample accessions". Accessions will start with SAMNxxxxxxx. You will also receive an email within 12 hours, but typically much faster, containing these same accessions.

BioSample [New submission](#) [Download batch submission template](#)

Note: to update an existing record or recent submission, please [email your request](#).

Short description and brief instructions **+**

Filter / Search

From date: YYYY-MM-DD To date: YYYY-MM-DD Status: Not deleted Sort by: desc

Data archives **+**

Query

667 submissions ← previous 1 2 3 4 5 6 7 8 9 ... 24 25 26 27 next →

Submission	Title	Group	Status	Updated
SUB7721095	Pathogen: combined sample	nmsu-fsl	✓ BioSample: Processed Successfully loaded (13 objects) <ul style="list-style-type: none"> • SAMN15456891 : NMSU-WRLP-359 (TaxID: 1639) • SAMN15456892 : NMSU-WRLP-373 (TaxID: 1639) • SAMN15456893 : NMSU-WRLP-413 (TaxID: 1639) • SAMN15456894 : NMSU-WRLP-506 (TaxID: 1639) • SAMN15456895 : NMSU-WRLP-510 (TaxID: 1639) • SAMN15456896 : NMSU-WRLP-357 (TaxID: 1639) • SAMN15456897 : NMSU-EP16 (TaxID: 1639) • SAMN15456898 : NMSU-EP17 (TaxID: 1639) • SAMN15456899 : NMSU-EP18 (TaxID: 1639) • SAMN15456900 : NMSU-EP21 (TaxID: 1639) • SAMN15456901 : NMSU-EP28 (TaxID: 1639) • SAMN15456902 : NMSU-EP29 (TaxID: 1639) • SAMN15456903 : NMSU-EP32 (TaxID: 1639) Download attributes file with BioSample accessions	Jul 06

2.11 SRA Accessions:

SRA run accessions will be available on the “my submissions” page of the Submission portal by clicking on “## objects” within the submission record. You can also download by clicking the “Download metadata file with SRA accession”. Accessions will start with SRRxxxxxxx.” You will also receive an email with these same accessions within 24 hours, but typically much faster, containing these same accessions.

NIH U.S. National Library of Medicine National Center for Biotechnology Information retimme

Submission Portal Home **My submissions** Manage data Groups Templates My profile

Sequence Read Archive (SRA) [New submission](#)

Short description and brief instructions **+**

Options to preload data:

Aspera browser plugin upload **+**

Aspera command line and FTP upload options **+**

Amazon S3 instructions **+**

Filter / Search

From date: To date: Status: Not deleted Sort by: desc

Data archives **+**

Query

30 submissions ← previous 1 2 next →

Submission	Title	Group	Status	Updated
SUB5616822	GenomeTrakr Project: US Food and Drug Administration, May 14 '19	fda	✓ SRA: Processed (2 objects) <ul style="list-style-type: none"> • SRR9052981 • SRR9052982 Download metadata file with SRA accessions View and manage my SRA submission data	May 14
SUB5110190	GenomeTrakr Project: Bacillus cereus, New York State Department of Health, Wadsworth Center, Jan 31 '19	fda_ny	✓ SRA: Processed (6 objects) Download metadata file with SRA accessions View and manage my SRA submission data	Jan 31
SUB5106005	GenomeTrakr Project: NY State Dept. of Health, Wadsworth Center, Jan 30 '19	fda_ny	✓ SRA: Processed (20 objects) Download metadata file with SRA accessions View and manage my SRA submission data	Jan 30

2.12 Important data stewardship and curation notes:

- Develop an internal method for storing and tracking your BioSample and SRR accessions! They are required for making future updates to your records.
- For updates, corrections, or retractions to your BioSample and SRA records, follow the guidance

provided in the NCBI Curation Protocol: <https://www.protocols.io/view/ncbi-data-curation-protocol-bacaiase>. Some edits can be made within the submission portal and others need to be done via email.



Caution: It is possible for a single BioSample to have more than one SRR IDs. Two scenarios include:

1. Two runs were submitted for the same isolate/BioSample, which is not generally recommended for surveillance. Follow **Step 3** in the NCBI curation protocol to retract one of them).
2. If the initial submission was retracted and new a new run was submitted. It's important to keep track of both IDs, even if one was retracted.

BioProject Creation

3 Create a new BioProject

BioProjects are an organizing tool at NCBI that pulls together different kinds of data submitted across multiple NCBI databases. Each BioProject has a unique URL, providing a home page with a title, description, links to lab websites, publications, funding resources associated with a particular project, along with links to the deposited data. A basic **data BioProject** holds actual sequence data, assemblies, and their associated metadata. An **umbrella BioProject** is a way to group two or more data BioProjects together, which is useful for coordinating disease surveillance and for looking across the grouped BioProjects in a single view.

This protocol describes the steps for creating a new *data* BioProject linked to an existing *umbrella* BioProject (usually established by a coordinating group, e.g. SPHERES or CanCOGen).

*If you need to create a new Umbrella BioProject, modifications are summarized in **Step 3.12**.

3.1

Navigate to the “My Submissions” page, <https://submit.ncbi.nlm.nih.gov/subs/>, and click “BioProject” in the “Start a new submission” box.

The screenshot shows the NCBI Submission Portal interface. At the top, there's a navigation bar with 'Home', 'My submissions', 'Manage data', 'Groups', 'Templates', and 'My profile'. Below this, the 'Your submissions' section is visible. On the left, there's a 'Start a new submission' box with a red highlight around the 'BioProject' option. On the right, there's a 'Filter / Search' section with fields for 'From date', 'To date', 'Status', and 'Sort by'. Below the search section, there's a table of submissions. The table has columns for 'Submission', 'Title', 'App', 'Group', 'Status', and 'Updated'. The first row shows a submission with ID 'SUB6510311', title 'UI-less submission 2019-11-04', app 'API', group 'fda', status 'BioSample: Processed Successfully loaded SAMN13192483 (TaxID: 1639)', and updated '07:15'.

3.2 Click the “New submission” box:

NIH U.S. National Library of Medicine
National Center for Biotechnology Information

Submission Portal

Home My submissions Manage data Groups Templates My profile

BioProject [New submission](#)

ATTN: to update an existing record or recent submission, please [email your request](#) with your BioProject ID or Submission ID included. **Do not** create new submission to update an existing submission!

Short description and brief instructions +

Filter / Search

From date To date Status Not deleted Sort by desc

Data archives +

Query Search Clear

187 submissions

Submission	Title	Group	Status	Updated
SUB320199	Listeria monocytogenes Database: isolates from FDA-CFSAN	fda	BioProject: Processed PRJNA215355 : Listeria monocytogenes Database: isolates from FDA-CFSAN (TaxID: 1639) locustagprefix.txt	Nov 03

3.3 *Submitter tab:*

Populate with submitter info. An NCBI "submitter" is the name of the person or submission group who is managing the submissions, not a supervisor or PI.

Select the appropriate submission group name (see **Step 1.2** for creating a new submission group), and describe the submitting organization or laboratory name. This will be auto-populated from the contact info you included in your NCBI user account.

3.4 *Project type tab:*

Project data type: Genome sequencing and assembly.

Sample scope:

For a Data BioProject: select multi-isolate. This will allow you to submit multiple isolates or strains of the same species.

3.5 *Target tab:*

For a Data BioProject: Populate ONLY the Organism name here: "Severe acute respiratory syndrome coronavirus 2".

Leave the strain info and Description fields blank.

3.6 *General info tab:*

Click "Release immediately following processing".

Include a brief title describing the effort.

- **Data BioProject Title:** e.g., "SARS-CoV-2 WGS: Utah Public Health Laboratory".

Public Description: e.g., "Whole-genome sequencing of XXX pathogens as part of XXXX surveillance effort."

Relevance: medical.

Is your project part of a larger initiative that is already registered at NCBI?

- Data BioProjects. Click "Yes" and include a brief description and umbrella BioProject accession

number (e.g. for SPHERES use PRJNA615625, or refer to **Step 1.5** for full list). This will properly link your data project to the umbrella.

External links: Include a link to your laboratory's website here.

Submission Portal

BioProject submission: SUB6519692

Salmonella enterica Genome sequencing and assembly

1 SUBMITTER 2 PROJECT TYPE 3 TARGET 4 GENERAL INFO 5 BIOSAMPLE 6 PUBLICATIONS 7 REVIEW & SUBMIT

General Info

Release date

Note: Release of BioProject or BioSample is also triggered by the release of linked data.

★ When should this submission be released to the public?

- Release immediately following processing
 Release on specified date or upon publication, whichever is first

★ Project title

SARS-CoV-2 WGS: Utah Public Health Laboratory

★ Public description

Whole-genome sequencing of SARS-CoV-2 as part of the US's SPHERES genomic epidemiology surveillance effort.

Relevance

Medical

★ Is your project part of a larger initiative which is already registered with NCBI?

- No Yes (not very common)

★ Initiative description

SPHERES SARS-CoV-2 surveillance

★ BioProject accession

PRJNA615625

Note: If you are registering a project that is part of an initiative which is already registered in the BioProject database, then please tell us the existing BioProject accession and provide a general description of the larger initiative. For example, the ENCODE project and Human Microbiome project have several subprojects. This information is needed for project linking.

External Links

Description

Utah Public Health Laboratory

URL

URL link

Delete



3.7 *BioSample tab:*

Leave blank!! You will create biosamples separately.

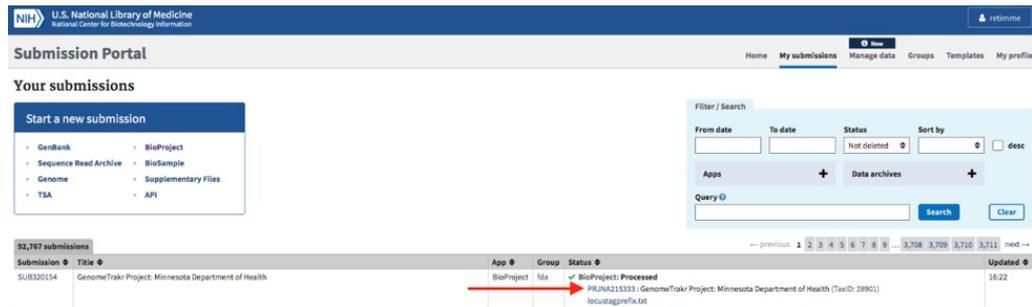
3.8 *Publications tab:*

If relevant, include publications from your laboratory.

3.9 *Review and Submit tab:*

Check if everything looks correct and edit if necessary, then click **"submit."**

3.10 The **BioProject accession** will be available within a few minutes on the “my submissions” page of the Submission portal, “PRJNAxxxxx.” You will also receive an email containing the new accession.



3.11 If you are part of a coordinated surveillance effort, like SPHERES, please alert the coordinating body that a new BioProject was created under an existing umbrella.

For SPHERES, contact oadm@cdc.gov.

3.12 **Creating a new Umbrella BioProject:**

Proceed as outlined in the above steps with the following modifications:

PROJECT TYPE tab:

For an Umbrella BioProject: select multi-species. This will allow you to link multiple data BioProjects representing different species under a single umbrella.

TARGET tab:

For an Umbrella BioProject: Leave the Organism name field blank. Include a list or description of species you intend to include in this effort. E.g. “bacterial foodborne pathogens”, or “SARS-Cov-2”

GENERAL INFO tab:

Umbrella BioProject Title: e.g. "Microbial pathogen surveillance at NY State Dept. of Health, Wadsworth Center."

Is your project part of a larger initiative that is already registered at NCBI?

- *For an Umbrella BioProject:* click “NO”

The last step is to email bioprojecthelp@ncbi.nlm.nih:

Example email:

 “Dear BioProject and PD help teams,

Please convert the PRJNA#### to an Umbrella BioProject. Our laboratory will be

submitting data under the XXX effort (SARS-CoV-2, GenomeTrakr, Vet-LIRN, NARMS, HAI, or more general pathogen surveillance).

I'd be happy to provide any additional details you might need.

Thank you, "

After the conversion is complete you can use the new Umbrella accession to properly link any new data BioProjects being created.

3.13 Important data stewardship and curation notes:

- Develop an internal method for storing and tracking your BioProject accessions! They are required for every BioSample and sequence data submission to ensure proper linkage.
- Bookmark URLs for each of your BioProjects to monitor the public-facing view of your submissions. e.g. Virginia DCLS's SARS-CoV-2 BioProject: <https://www.ncbi.nlm.nih.gov/bioproject/625551>
- For updates to your BioProjects, follow the guidance provided in the NCBI Curation Protocol: <https://www.protocols.io/view/ncbi-data-curation-protocol-bacaiase>. Some edits can be made within the submission portal and others need to be done via email.