# Section: Submission form overview

Welcome to NFDI4Microbiota’s Use Case submission form!
If you are unaware what NFDI4Microbiota stands for or what Use Cases are, we strongly suggest that you visit our [webpage](https://nfdi4microbiota.de/latest/usecase). You can also have a look at the **Use Case Handbook.** It provides detailed information about Use Case projects and their role within NFDI4Microbiota, e.g., get an overview of your benefits and commitments as a Use Case project lead, and find more information on the general submission and review procedure as well as a FAQ section.

Importantly, be aware that your Use Case will not receive funding from NFDI4Microbiota. What we do offer is support for your planned activities. These are either funded via NFDI4Microbiota core funding or happen as in-kind contributions. In case there is a need for resources beyond this, NFDI4Microbiota partners and participating institutions can apply for [Flex Funds](https://nfdi4microbiota.de/flexfunds/) to further support their project or Use Case.

**Submission period:**Submit this document to mmagel@ukaachen.de
**Application period:** 18th December 2023 until 31st January 2024

**Disclaimers**: Please read the disclaimers before filling out your application (see [Section: Consent, Policies and Permission rights](#_heading=h.6wykpjkio2ac)). By submitting your application you accept and consent to points mentioned.

**Document overview:**

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[Section: Project details and scientific background](#_heading=h.1pgsa1vxruhw)

[Section: Your output: Data production, data management, services, and/ or tools](#_heading=h.1m44xeug04ls)

[Section: Community and NFDI4Microbiota connection](#_heading=h.blonc4vaj8l4)

[Section: Consent, Policies, and Permission rights](#_heading=h.6wykpjkio2ac)

**Legend**:
mandatory: This information is required to process the submitted UC (marked yellow).

☐ : checkboxes can be marked as “checked” by double-clicking and changing the default value.

# Section: Contact Details

|  |  |
| --- | --- |
| Title of the project |   |
| Short-Title / Acronym for your Use Case |   |
| Keywords(min. 3, max. 5.) |   |
| Main Applicant’s Name (1st Use Case project lead)(Primary contact person for the Use Case. Preferably an active researcher/ contributor. ) |   |
| Main Applicant’s Department and Institution | Department: Institution:  |
| Main Applicant’s E-Mail |   |
| main applicant’s ORCID (optional) |  |
| Second applicant’s Name (2nd Use Case project lead)(Second contact person for the Use Case. Preferably a PI or professor) |  |
| Second applicant’s Department and Institution (if different from Main Applicant) | Department: Institution:  |
| Additional co-Applicants: First name, Last name, Affiliation (if different), ORCID (optional))(optional) |   |
| Starting date of your Use Case | YYYY-MM-DD:  |

# Section: Project details and scientific background

* 1. **Short project summary (abstract)**

[**Recommended**. Please summarize your project in a short abstract. Max. 250 words. *Please keep in mind that Use Cases are not single scientific projects that generate data and have specific needs with respect to data handling. Use Cases must address issues of general nature in microbiome and data science, optimally involving multiple stakeholders and with an output that benefits the community*.]

* 1. **What is your Use Case concept or the overall aim in a few sentences?**

* 1. **Work program and prospective output generated by your Use Case?**[**Mandatory:** Which output will you generate as a Use Case that can be used by other researchers from the community (data, tool, workflow, publications, community guidelines, recommendations, workshop, training, standard suggestions, …)?
	How do you plan to achieve these? Please use bullet points to define the individual steps that will lead to the completion of your aim and output in a manner that is specific, measurable, and attainable. Include an estimated time frame for each point.]
* example for aim A: Create a curated database for protein identification
	+ A1: curate information of 5000 datasets by Dec 2023
	+ A2: create a tutorial for beginners and intermediate users by Sept 2023
* …
	1. **What are your expectations from NFDI4Microbiota? What type of support do you expect?**
	2. **History of the project/ current status?**

[In regards to your work program and prospective output: Please describe the scientific background, i.e. your own preliminary work within the state-of-the-art and existing contribution by others. Bullet points allowed.]

* 1. **DOI of relevant publication/ preprint/ URL of relevant repositories & websites( optional)**
	2. **Pictures or graphical abstracts**

 [Optional. If you want to visually portray the key aspects of your Use Case project, please insert a first draft here. This will be helpful in facilitating rapid comprehension of your Use Case by the review board and, in case of positive evaluation, can be used for the website; see examples [here](https://nfdi4microbiota.de/usecases/mockbench).]

* 1. **Funding situation**[We assume that your project’s aims are achievable without additional funding. If not, please apply to the [NFDI4Microbiota FlexFunds](https://nfdi4microbiota.de/flexfunds/) first as noted in the disclaimer. **If you plan to organize a workshop or training, would you need additional financial support to organize a workshop that is free-of-charge to your participants?]**

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# Section: Your output: Data production, data management, services, and/ or tools

If the following situations apply to your Use Case, please add your respective answers in the list.

**If you develop a software tool, database or service please state shortly how you address the following issues:**

1. How is the software licensed, distributed, and documented?
2. How do you make it accessible to a broad community, e.g. via LS-RI login?
3. Do you have Terms of Use or similar in place?
4. How do you ensure adequate and long-time hosting?
5. What existing persistent identifiers will you support and/or do you produce your own? Are these listed in a registry and supported by an API?
6. **Are you supporting particular metadata standards?**
7. Please consider making your tool as accessible as possible for users with impairments, e.g. by avoiding red/green contrasts and providing screen reader-friendly websites. (no answer needed)

**If you produce new data please state shortly how you address the following issues:**

1. Do you already have a data management plan for this project?
2. Where and at what time in the project will your data be published?
3. Under what license and with which access restrictions will the data be published?
4. Which metadata standard(s) are you using to describe the data?

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# Section: Community and NFDI4Microbiota connection

[We are particularly interested to know how your Use Case can interact with members of the NFDI4Microbiota consortium and both benefit from but also contribute to the consortium’s work. Below you can find a summary of a few focal points of NFDI4Microbiota’s [work programme and measures](https://riojournal.com/article/110501). **Please add a checkmark where you see a connection to NFDI and provide a short description on how you expect to contribute or benefit from us (bullet points allowed)**.]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Connection to NFDI via** | **My UC will benefit from****[X]** | **My UC can contribute to** **[X]** | **Essential for UC****[X]** | **Short explanation**  |
| Training and Education (e.g. materials, events, workshops, etc.) (M1.1, M1.2)  |  |  |  |  |
| Networking with the microbial science community (M1.3, M1.4, M1.5)  |  |  |  |  |
| Data and metadata standards (M2.1)  |  |  |  |  |
| Standardized experimental procedures (wetlab. Possibly with electronic lab notebook integration) (M2.2, M3.9)  |  |  |  |  |
| FLOSS-compliant workflow standards (free/libre, and open source software) and analytical services (M2.3, M3.2, M4.2, M4.3)  |  |  |  |  |
| Policies and legal issues of data management and re-use (M2.4)  |  |  |  |  |
| Depositing and storing data (M3.5, M3.6, M4.2)  |  |  |  |  |
| Findable, scalable and accessible data deposition (M3.3, M3.5, M4.2)  |  |  |  |  |
| Qualitative, comparable, interchangeable, and interpretable results (M3.4, M3.8)  |  |  |  |  |
| Central web portal (M3.1, M4.2)  |  |  |  |  |

1. **Engaging the community and getting input from NFDI4Microbiota users**

[NFDI4Microbiota understands itself as a service and networking platform. Please provide specific examples of how you think the NFDI4Microbiota community and its users can contribute to and engage with your project **while it is being established**. (Bullet points are allowed.)]

1. **Do you have further comments or questions?**

# Section: Consent, Policies, and Permission rights

This section contains an overview of the consent, policies, and permissions rights that the submitter is consenting to when applying with the Use Case submission form.

1. By submitting your Use Case application, you hereby expressly agree to the [**NFDI4Microbiota Consortium Privacy Policy**](https://nfdi4microbiota.de/legals/privacy-policy). You agree that personal data (name, address, e-mail, function, etc.) will be processed electronically and in written form for the purpose of reviewing this Use Case submission. Only purpose-related data will be collected. Data will only be collected and stored in connection with the implementation and reviewing of this Use Case submission. You understand that this Use Case submission will be shared with the reviewers.
2. **Compliance with NFDI4Microbiota Guidelines**
We encourage all Use Cases to adhere to the [NFDI4Microbiota Guidelines](https://github.com/NFDI4Microbiota/NFDI4Microbiota_Foundational_Guidelines) to set an example for the community and live best practices in Open Science.
3. **Storing your personal data after acceptance or rejection of your Use Case submission**
After the review phase of your Use Case submission, you and your co-authors will receive an e-mail with the decision.
By default for accepted Use Cases, the NFDI4Microbiota Consortium will continue to store and process your personal data and information related to your Use Case as well as all other correspondences that will be shared within the framework of your Use Case.
By default for rejected Use Cases, the NFDI4Microbiota Consortium will only process your personal data and the metadata of your Use Case application from the sections “Contact details” and “Project information” (specifically: acronym, descriptive title, keywords) and will delete all other project-related information after a period of five years. Please contact us via the Helpdesk if you wish to remove all of your information regarding the Use Case submission. In an ongoing application/ revision process, this equals to withdrawing your application.
4. Upon successful acceptance, we will reach out to you for specific input for your **Use Case subpage and a graphical abstract (**[**examples**](https://nfdi4microbiota.de/usecases/metaprot)**).**The latter will have a Creative Commons by 4.0 license attribution assigned and streamlined to fit with NFDI4Microbiota’s visual identity. By submitting your Use Case application now, you agree to further communicate with NFDI4Microbiota to provide curated information about project details of this Use Case and you agree to openly publish this on the NFDI4Microbiota webpage and thus ensure that the microbiota research community can effectively contribute to this Use Case.
You will receive assistance from NFDI4Microbiota’s UC team in this regard.