

Collaboration and Participation Form

Updated for 2023

* Indicates required question

Purpose Statement

This form is to request access to NOAA Ocean Exploration's collaboration tools such as FTP and instant messaging services. In addition, this form can be used to request to participate in upcoming expeditions including joining science listservs. These tools facilitate remote participation in telepresence-enabled expeditions as well as certain aspects of data access. Additional information and links to tools during or after an expedition are listed directly in this form or you can visit this website for more information:

<http://oceanexplorer.noaa.gov/oceanos/collaboration-tools/welcome.html>

Privacy Act Statement

OMB Control Number 0648-0748 Expiration date: 12/31/2023

Privacy Act Statement

PRA Burden Reporting: Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other suggestions for reducing this burden to Abby Letts, NOAA Ocean Exploration, abby.letts@noaa.gov.

Notwithstanding any other provisions of the law, no person is required to respond to, nor shall any person be subjected to a penalty for failure to comply with, a collection of information subject to the requirements of the Paperwork Reduction Act, unless that collection of information displays a currently valid OMB Control Number.

Authority: The collection of this information is authorized under 5 U.S.C. § 301, Departmental regulations; Executive Order 12656, Assignment of emergency preparedness responsibilities; Homeland Security, Federal Continuity Directive 1, requiring Federal agencies to account for its personnel during emergencies; and Departmental Administrative Order 210-1, Emergency Readiness for Departmental Continuity.

Purpose: The Department of Commerce (Department) is collecting this information to ensure managers, supervisors, continuity of operations (COOP), and other appropriate staff and individuals have the most current personal contact information for contacting you in the event of an emergency or planned exercise. As an example, the information will be used to ensure employee accountability as it relates to protection and safe being in a catastrophic situation.

Routine Uses: The Department will use this information to send notifications, alerts, and/or activations and to relay critical updates and guidance to Department personnel in response to an emergency scenario or exercise. Disclosure of this information is permitted under the Privacy Act of 1974 (5 U.S.C. Section 552a) to be shared among Department staff for work-related purposes. Disclosure of this information is also subject to all of the published routine uses as identified in the Privacy Act System of Records Notice COMMERCE/DEPT-18, Employees Personnel Files Not Covered by Notices of Other Agencies.

Disclosure: Furnishing this information is mandatory. The failure to provide accurate information may delay or prevent you from receiving notifications in the event of an emergency. The failure to provide this information also may have an effect on your Federal service under certain circumstances. For example, failure to supply this information may delay or make it impossible to notify you in the event of an emergency about a change to your duty location and/or the Department's needs for your service in an emergency, which may result in you being placed in an absent without leave status.

Personal Contact

1. First Name *

2. Last Name *

3. Middle Initial

(optional) Can help in case someone has the same first and last name as you

4. Title

(optional) Such as Dr, Ms, etc. (4 character limit)

5. Email *

6. Primary Phone Number *

Phone numbers will NOT be shared outside of Ocean Exploration.

7. Primary Phone Type *

Mark only one oval.

Cell

Office

Home

8. Alternate Phone Number
(optional)

9. Alternate Phone Type
(optional)

Mark only one oval.

Cell

Office

Home

10. Time Zone *

Pick closest if not listed

Mark only one oval.

- UTC -11 (Samoa Standard Time)
- UTC -10 (Hawaiian Standard Time)
- UTC -9 (Aleutian Daylight Time)
- UTC -8 (Alaska Daylight Time)
- UTC -7 (Pacific Daylight Time)
- UTC -6 (Mountain Daylight Time)
- UTC -5 (Central Daylight Time)
- UTC -4 (Eastern Daylight Time)
- UTC -3 (Atlantic Daylight Time)
- UTC -0 (Azores Summer Time)
- UTC +1 (Western European Summer Time)
- UTC +2 (Central European Summer Time)
- UTC +3 (Eastern European Summer Time)
- UTC +4 (UAE Standard Time)
- UTC +5 (Pakistan Standard Time)
- UTC +6 (Bangladesh Standard Time)
- UTC +7 (Indochina Time)
- UTC +8 (China Standard Time)
- UTC +9 (Japan Standard Time)
- UTC +10 (Australian Eastern Standard Time)
- UTC +11 (Magadan Time)
- UTC +12 (New Zealand Standard Time)

11. Affiliation *

(e.g. USGS)

12. Expertise/Interest *

Can use "Other" to add more specifics (check any that apply)

Check all that apply.

- Archaeology
- Benthic Biology
- Geology
- Management
- Mapping
- Oceanography
- Operations
- Outreach/General Public
- Technology
- Water Column
- Other: _____

13. ORCID ID

(Optional) Helps show us how our data are used and how open data policy affects future work. <https://orcid.org/register>

Tools and Services

NOAA Ocean Exploration uses a suite of internet based collaboration tools to connect with a primarily shore-based science team, and to share data during an expedition. You will be able to request access to NOAA Ocean Exploration's various collaboration tools and services. Some tools will require accounts with partner organizations, such as Ocean Networks Canada (ONC) and the Global Foundation for Ocean Exploration (GFOE).

Immediately listed below is a description of the tools you can request access to in the next section on an expedition by expedition basis. For a full list of the the collaboration tools and step-by-step instructions, please see this first link below.

Full List

<https://oceanexplorer.noaa.gov/oceanos/collaboration-tools/shore-based.html>

Real Time Video and Audio

During an expedition, live video and 2-way audio is available. Please click the link below for more information.

<https://oceanexplorer.noaa.gov/oceanos/collaboration-tools/audio-video/welcome.html>

Science Team Emails

Later in the form you will be asked if you would like to participate in any expeditions. If you do, then you will be added to an expedition listserv. This is the best way to stay informed about an expedition and will include pre-expedition and daily updates as well as other expedition specific information.

Video Annotations (ONC Account)

To participate in annotating video, you will need to use Seatube hosted on ONC. Seatube allows scientists to add annotations within a dive video. Those interested in an account will be reviewed and may be approved for an account.

Annotation Help

For more background on using annotations, please visit our website:

https://oceanexplorer.noaa.gov/oceanos/collaboration-tools/science_annotations/welcome.html

EX Data and Live Chatroom (GFOE Account)

During a NOAA Ocean Exploration expedition aboard EX, you can participate in a live ROV dive chatroom or access select data from an ongoing expedition by utilizing an account with GFOE. Those interested in an account will be reviewed and may be approved for an account.

Accessing Data Post Expedition

After an expedition, data is archived and can be freely accessed through several portals listed here: <https://oceanexplorer.noaa.gov/data/access/access.html>

Note - data on the SFTP is not QA/QCed and is shared in real time with participants for their immediate use. The final, QA/QC datasets can be accessed through the NOAA archives.

Seatube

14. Video Annotations (ONC Account) *

To participate in annotating video, you will need to use Seatube hosted on ONC. Seatube allows scientists to add annotations within a dive video. Those interested in an account will be reviewed and may be approved for an account.

Mark only one oval.

- Not Interested *Skip to question 15*
- Have Access *Skip to question 15*
- Forgot Password *Skip to section 5 (Forgot ONC Password)*
- Forgot Email *Skip to section 6 (Forgot Email for Seatube)*
- Request New Account *Skip to question 15*

Forgot ONC Password

Please follow directions below

- 1) Go to login page linked below and reset your password.
- 2) Click NEXT on this form - you will be returned to the previous page.
- 3) Update your answer to "Have Access"

ONC Seatube

<https://data.oceannetworks.ca/Login>

Skip to question 14

Forgot Email for Seatube

Please Read

It is rare for someone to forget their email. Please try requesting a new password first with your emails. You can request a new password here: <https://data.oceannetworks.ca/Login>

If this works

- 1) Click the "Back" button in the form - not your browser.
- 2) Change your status to "Have Access".

If this did not work

- 1) Click the "Next" button in the form - not your browser.

A NOAA Ocean Exploration team member will need to cross reference your name and/or provided email against past records to see if you have ever made an account and what email you may have used.

SFTP and Chatroom

15. EX Data and Live Chatroom (GFOE Account) *

During a NOAA Ocean Exploration expedition aboard EX, you can participate in a live ROV dive chatroom or access select data from an ongoing expedition by utilizing an account with GFOE. Those interested in an account will be reviewed and may be approved for an account.

Mark only one oval.

- Not Interested *Skip to question 16*
- Have Access *Skip to question 16*
- Forgot Password *Skip to section 8 (Forgot GFOE Password)*
- Forgot Email *Skip to section 9 (Forgot Email for GFOE)*
- Request New Account *Skip to question 16*

Forgot GFOE Password

Please follow directions below

- 1) Go to login page linked below and reset your password.
- 2) Click NEXT on this form - you will be returned to the previous page.
- 3) Update your answer to "Have Access"

GFOE SFTP

<https://exdata.tgfoe.org/>

Forgot Email for GFOE

Please Read

It is rare for someone to forget their email. Please try requesting a new password first with your emails. You can request a new password here: <https://exdata.tgfoe.org/>

If this works

- 1) Click the "Back" button in the form - not your browser.
- 2) Change your status to "Have Access".

If this did not work

- 1) Click the "Next" button in the form - not your browser.

A NOAA Ocean Exploration team member will need to cross reference your name and/or provided email against past records to see if you have ever made an account and what email you may have used.

Expedition Participation

This is used to show expedition coordinators who to include on their email lists

NOAA Ocean Exploration Expeditions

CruiseID Abbreviated Title // Type

General Start Month (subject to change)

CruiseID Key: "EX" = NOAA Ship Okeanos Explorer

EX2301 Mapping & ROV Shakedown + EXPRESS West Coast Exploration // With ROV
April

EX2302 Seascape Alaska 1: Aleutians Deepwater Mapping // Mapping Only
May

EX2303 Seascape Alaska 2: Aleutians Deepwater Mapping // Mapping Only
June

EX2304 Seascape Alaska 3: Aleutians ROV Exploration and Mapping // With ROV
July

EX2305 Seascape Alaska 4: Gulf of Alaska Deepwater Mapping // Mapping Only
August

EX2306 Seascape Alaska 5: Gulf of Alaska ROV Exploration and Mapping // With ROV
September

EX2307 Seascape Alaska 6: Gulf of Alaska Transit Mapping // Mapping Only
October

EX2308 EXPRESS: Exploration of Central California Coast (USM AUV + Mapping) // With AUV
November

EX2309 EXPRESS: West Exploration ROV + VIP Dives // With ROV
December

16. Select any expedition(s) you are interested in *

The expedition coordinator will add your email to a group email for updates on any selected cruise.

Check all that apply.

- EX2301
- EX2302
- EX2303
- EX2304
- EX2305
- EX2306
- EX2307
- EX2308
- EX2309
- Not interested in any expedition above

Not interested in any expedition?

This is a very rare selection and is usually selected by accident. Your submission will be flagged for additional scrutiny and any account request will be denied until the appropriate NOAA Ocean Exploration personnel have investigated and have reason to approve.

Outreach Participation**Note**

(optional) You are not required to agree to participate in outreach activities in order to participate in any expedition.

17. Interested in writing or reviewing content for NOAA Ocean Exploration's website?

If you choose to share your contact information with NOAA Ocean Exploration's Outreach and Education (O&E) division, they may ask you about writing a brief story/caption (with attribution) or reviewing a scientific or technical aspect of web content such as web logs that lines up with your expertise that you listed on the previous page.

Mark only one oval.

- Write
- Review
- Write and Review
- Not Interested

18. Willing to be contacted for public inquiries?

If you choose to share your contact information with NOAA Ocean Exploration's Outreach and Education (O&E) division, they may reach out to you if they receive a public inquiry that lines up with your expertise that you listed on the previous page.

Mark only one oval.

- Yes
- No

Data Citation Expectations

Participation in NOAA Ocean Exploration funded expeditions is optional, but certain conduct is expected of participating parties.

19. I agree to cite and/or acknowledge NOAA Ocean Exploration in any publication resulting from my participation in this expedition. *

Each expedition has a specific recommended citation which can be obtained from the Expedition Coordinator and will be distributed as part of the expedition materials. If you are generally using NOAA Ocean Exploration data, we recommend at a minimum the following: "Data/imagery courtesy of NOAA Ocean Exploration"

Mark only one oval.

- I do agree to cite and/or acknowledge NOAA Ocean Exploration
- I do NOT agree to cite and/or acknowledge NOAA Ocean Exploration
- Skip to question 19*

Non Disclosure Agreement for Underwater Cultural Heritage Sites

Although NOAA Ocean Exploration conducts non-disturbance underwater cultural heritage (UCH) exploration activities, project data and information may contain site location information that could lead to adverse impacts if disclosed.

Since all expedition participants with collaboration tool accounts will have access to position/location information about historically significant or potentially historically significant UCH sites, we must require you to read and agree to the terms of the attached non-disclosure agreement (NDA) before we can allow your participation.



Ocean Exploration and Research

Office of Ocean Exploration and Research
National Oceanic and Atmospheric Administration

1315 East-West Highway, SSMC3 10th floor
Silver Spring, MD 20910
oceanexplorer@noaa.gov

NON-DISCLOSURE AGREEMENT

I, _____, in consideration for access to data, information, and products in the possession of, acquired by, or developed by the National Oceanic and Atmospheric Administration (NOAA) and the NOAA Office of Ocean Exploration and Research and its affiliates, hereby acknowledge that some of these data, information, and products may be related to historic or potentially historic submerged cultural resources, and therefore hereby agree not to disclose these data, information, and products except as otherwise provided in this non-disclosure agreement.

I acknowledge that the *Okeanos Explorer* data management system may contain underwater cultural heritage site location information that is sensitive.

I agree that publishing, sharing, or distributing underwater cultural heritage site location information, in any way, exposes underwater cultural heritage items to potential harm.

I recognize that particular underwater cultural heritage sites may be protected by applicable laws, including, the National Historic Preservation Act of 1966 (16 U.S.C. § 470 *et seq.*), Archaeological Resource Protection Act of 1979 (16 U.S.C. §§ 470aa-mm), National Marine Sanctuary Act (16 U.S.C. § 1431 *et seq.*), Sunken Military Craft Act (10 U.S.C. § 113 note, Pub. L. 108-375, §§ 1401-1408), Abandoned Shipwreck Act (16 U.S.C. § 470w), implementing federal regulations, and state laws.

I agree that data and information relating to the location and nature of underwater cultural heritage items that is not otherwise publicly available on a government website must be kept strictly confidential, and further agree not to disclose the location of these sites to any third party except as provided in this non-disclosure agreement.

I agree to use sensitive underwater cultural heritage information for research, education, and management only. In cooperation with NOAA, I agree to respect these cultural resources for their potential historic value and as possible graves sites by not disclosing without prior written permission from the Director of NOAA's Office of Ocean Exploration and Research the location or position of underwater cultural heritage contained in data, information, or products collected by the *Okeanos Explorer* or obtained by other means.

I agree to work with NOAA to protect and manage underwater cultural heritage sites and to assist them in their efforts to further develop and maintain accurate data files by sharing with NOAA any new facts or data I obtain as a result of my participation in the NOAA *Okeanos Explorer* operations.

20. Please select the appropriate response concerning NOAA Ocean Exploration's Non-Disclosure Agreement *

Mark only one oval.

I do agree to the terms and conditions outlined in the non-disclosure agreement

I do NOT agree to the terms and conditions outlined in the non-disclosure agreement *Skip to question 20*

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