

# BDBSA - Biological Project Registration



Photographer: L. Heard, Survey: 0783, Year: 2011, Species: Elegant Wattle *Acacia victoriae ssp.*

All departmental projects involving the collection of biological data must be registered with the Biological Databases of South Australia (BDBSA). Registration of non-departmental projects is also encouraged.

## Benefits of registering

Once your project is registered, you will be assigned with a Project Number (also referred to as a Survey Number). The Project Number is required for entering or accessing project data through BDBSA. It enables any record to be linked to its source project and the information relevant to that project.

This number is used to identify all materials relating to your project, including:

- Metadata.
- Information pertaining to validation, management, interpretation or distribution.
- Data sheets and folders.
- Electronic files.
- Voucher specimens (as a unique prefix on labels).
- Images.
- Maps.

It is preferable, for projects to be registered **prior** to field data collection, but not essential.

## What constitutes a project?

Datasets with identical metadata may be grouped under one Project Number. If any metadata component differs between datasets then a separate Project Number may be required. If unsure, try filling out the Biological Project Metadata Registration Form below. If it is difficult to

complete, the dataset may need to be split into more than one project. Ultimately, it is up to the project manager to decide whether their data represents one or more projects. Contact the department for advice as required.

## Registration process

The [Biological Project Metadata Registration Form](#) is available to external project coordinators and departmental staff who wish to register a project for inclusion in BDBSA.

Once a form is submitted, a Project Number and related details will be supplied via email within two weeks.

## Updating project metadata

Once a project has been registered, the metadata may require periodic updating through the life of the project, for example:

- Data status.
- Methodology.
- Storage.
- Project Abstract.
- Personnel.
- Reports

These changes can be updated directly into BDBSA metadata system by a trained project officer, if they have system access. Alternatively, by re-submitting a project registration form with the required updates. Be sure to include your initial Project Number as assigned during original registration.

## Accessing project metadata

Existing project metadata details are available from the [BDBSA Project List and Metadata](#).

If further information is required, please contact [DEWBioDataSupport@sa.gov.au](mailto:DEWBioDataSupport@sa.gov.au).

## Preferred way to cite this information sheet

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<https://www.environment.sa.gov.au/topics/science/information-and-data/biological-databases-of-south-australia>

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## For more information

Department for Environment and Water

Website:

[www.environment.sa.gov.au/Science/Information\\_data/Biological\\_databases\\_of\\_South\\_Australia](http://www.environment.sa.gov.au/Science/Information_data/Biological_databases_of_South_Australia)

Email: [DEWBioDataSupport@sa.gov.au](mailto:DEWBioDataSupport@sa.gov.au)