

# Biological project registration

## Benefits of registering

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.

Once a project is registered, a Project/Survey number will be assigned. This number should be used to identify material relating to the project, including:

- datasheets and folders
- electronic files
- voucher specimens (as a unique prefix on labels)
- images
- maps.

The Project/Survey number is needed to enter/load data into BDBSA. It enables any record to be linked to its source project and any relevant information (metadata) about the project that may be important for validation, management, interpretation or distribution of data. It is preferable, but not essential, to register projects prior to the collection of field data.

## What constitutes a project?

Datasets can be grouped under one project number if they all have the same metadata. If any metadata components differ within a set of data, separate project numbers may be required. If unsure, try filling out the project registration form below – if it is difficult to complete the questions then 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 department 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 throughout the life of the project, for example:

- data status
- methodology
- storage
- project abstract
- personnel
- reports

These changes can be updated directly in the BDBSA Metadata system by the project officer (if they have system access and training), or indirectly by re-submitting a project registration form – be sure to include the project number assigned during your initial registration.

## Reporting tools

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



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