

# Checklist of Actions to conform to sPlot rules in projects


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a project of  iDiv

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	When	Who	Actions
1	Project Received	sPlot Coordinator	1.1 - Submit to Steering Committee
2	Project Approved	sPlot Coordinator	2.1 - Notify Project proponents 2.2 - Select Data 2.3 - Check for restriction in data use 2.4 - Summarize ownership of data used 2.5 - Update sPlot website
3	Data ready for transmission	sPlot Coordinator	3.1 - Send email to network asking for opt-ins 3.2 - Send opt-in request to TRY members (if needed) 3.3 - Advertise on sPlot website
4	Data ready for transmission	sPlot Coordinator	4.1 - Deliver data
5	Deadline of opt-ins	sPlot Coordinator	5.1 - Notify list of opt-ins to project proponents together with table of data ownership
6	Two weeks after #5	<b>Project Proponent</b>	6.1 - Notify sPlot Coordinator of accepted (potential) coauthors (if not, sPlot will simply assume that all potential coauthors are accepted)
7	First analysis ready	<b>Project Proponent</b>	7.1 - Circulate results to potential coauthors (notify Coordinator)
8	First paper draft	<b>Project Proponent</b>	8.1 - Circulate first draft among potential coauthors (notify Coordinator)
9	2 weeks before submission	<b>Project Proponent</b>	9.1 - Circulate final manuscript among potential coauthors 9.2 - Notify final list of coauthors to sPlot Coordinator
10	Paper submission	<b>Project Proponent</b>	10.1 - Notify sPlot Coordinator of submission