

# BioProject Submission Quick Start Guide

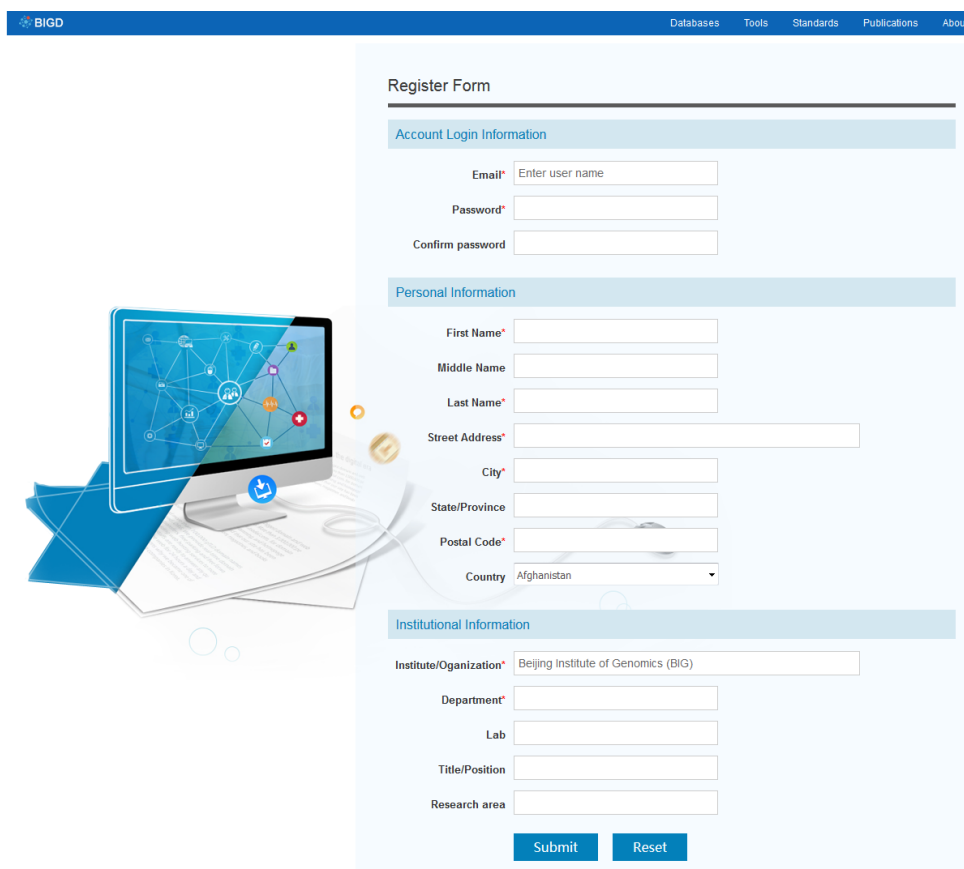
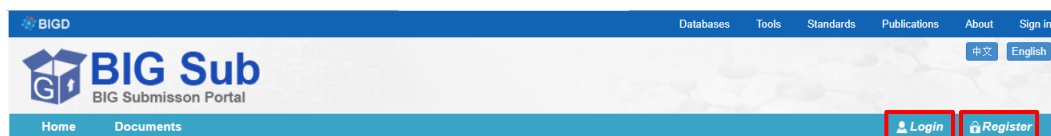
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## Introduction

**BioProject** is a searchable collection of complete and incomplete (in-progress) large-scale molecular projects including genome sequencing and assembly, transcriptome, metagenomics, annotation, expression and mapping projects.

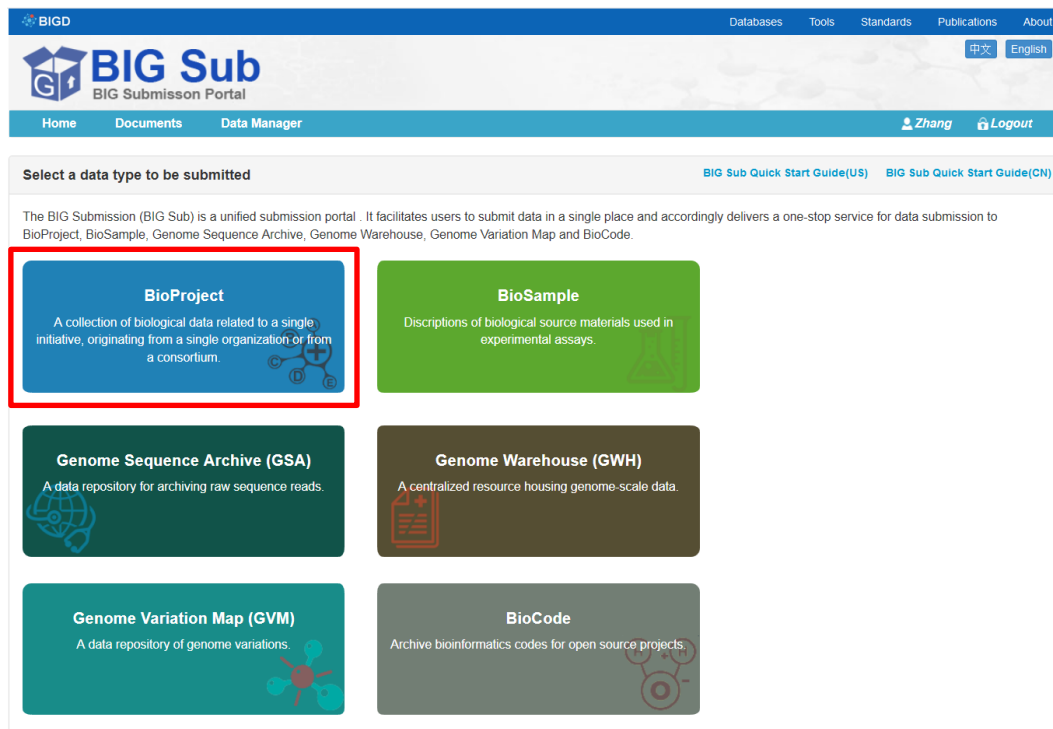
## Log in to the BIG Submission Portal

Login to the BIG Submission Portal (BIG Sub, <https://bigd.big.ac.cn/gsub/>): Click the 'login' button, then login. If you do not have an account yet, click the 'Register' button to create one. If you have any problems about your account usage, please contact [bigd-admin@big.ac.cn](mailto:bigd-admin@big.ac.cn) for assistance.

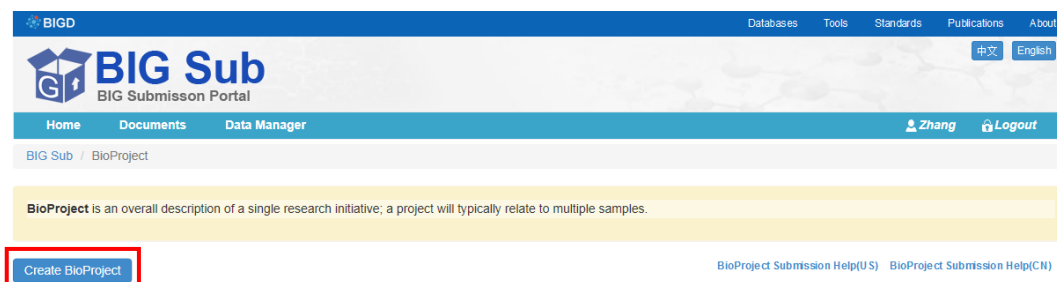
A screenshot of the 'Register Form' on the BIG Submission Portal. The form is divided into three sections: 'Account Login Information', 'Personal Information', and 'Institutional Information'.  
**Account Login Information:**  
- Email\*: Enter user name  
- Password\*  
- Confirm password  
**Personal Information:**  
- First Name\*  
- Middle Name  
- Last Name\*  
- Street Address\*  
- City\*  
- State/Province  
- Postal Code\*  
- Country: Afghanistan (dropdown menu)  
**Institutional Information:**  
- Institute/Organization\*: Beijing Institute of Genomics (BIG)  
- Department\*  
- Lab  
- Title/Position  
- Research area  
At the bottom of the form are 'Submit' and 'Reset' buttons. To the left of the form is a graphic illustration of a computer monitor displaying a network diagram, a mouse, and some papers.

## Create a BioProject for the research

The BioProject Submission Portal serves as a collection of biological data related to a single initiative, originating from a single organization or from a consortium.



If users want to submit data to Genome Sequence Archive, Genome Warehouse, or Genome Variation Map, but no BioProject yet exists for this research, you need to ‘**Create BioProject**’ with the following steps:



**Notice:** If the users want to submit a bioinformatics software to BioCode, you can enter the BioCode database directly to submit it step by step.

- **Submitter** – the name and email information are auto-filled if you have already logged in. The system can identify who is entering data in the form.

BIG Sub / BioProject / New BioProject

01 Submitter | 02 General Information | 03 Project Type | 04 Publication | 05 Overview

Submitter

\* First name: Zhang  
 Middle name: middle name  
 \* Last name: Sisi

\* Email: zhangss@big.ac.cn  
 Email (secondary): secondary email

\* Organization: Beijing Institute of Genomics, Ch  
 Organization website: http://www.big.ac.cn  
 \* Department: BIG Data Center

Phone:   
 Fax:   
 \* Street: Beichen West Road  
 \* City: Beijing  
 State/Province:   
 \* Postal code: 100101  
 \* Country/Region: China

Save and forward

- **General information** – this page collects general descriptive information about the project, its relevance, whether it is a part of a larger initiative that has already been registered in the BioProject system, related web resources that are specific to the project, funding, and information about the submitting consortium or center and/or the data provider.

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General information

**Release Date**

Release immediately following curation (recommended)  
 Release on specified date

**Umbrella project**

Project: eGPS: evolutionary Genotype-Phenotype Systems biology  
 MMDB: Molecular Module-based Designer Breeding Systems

\* Project title:   
 \* Relevance:   
 \* Description:   
 Grants

* Agency	Program	Grant ID	Grant title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

add another grant

**Release Date** is the date your submission can be publicly accessed. If your submitted information need to be protected for some time, you can set this date to a future date within two years.

**Umbrella Project** only serves for Strategic Priority Research Program of the Chinese Academy of Sciences

**Notice:** If you select 'Release immediately following curation' the records will be released after the approval passed. If you select 'Release on a specified date', the

BioProject will be released on the date you specify or upon the release of any data that reference that BioProject accession, whichever is first.

- **Project Type** – this page collects specific information about **Project Data Type** and **Sample Scope**.

Project type

**\* Project data type**

- Whole genome sequencing
- Clone ends
- Epigenomics
- Exome
- Map
- Metagenome
- Phenotype or Genotype
- Random survey
- Targeted Locus (Loci)
- Transcriptome or Gene expression
- Variation
- Genome sequencing and assembly
- Raw sequence reads
- Genome sequencing
- Assembly
- Metagenomic assembly
- Proteome
- Targeted loci cultured
- Targeted loci environmental
- Other

**\* Sample scope**

Monoisolate

- Monoisolate
- Multisolate
- Multispecies
- Environment
- Synthetic
- Single cell
- Other

Save

To fully consider the needs of users, **Project Data Type** supports multi-selection.

**Monoisolate:** a single animal, cultured cell-line, inbred population (or possibly a heterogeneous population when a single genome assembly is generated from the pooled sample; not preferred).

**Multisolate:** multiple individuals, a population (representative of a species).

**Multi-species:** sample represents multiple species.

**Environment:** the species content of the sample is not known.

**Synthetic:** the sample is synthetically created by a machine.

**Single cell:** the sample is single cell sequencing.

**Other:** specify the sample scope that was used.

Research Topics & Projects | Featured Database Commons | Conferences & Training Conferences | About Us People

- **Publications** – this page collects publication information specific to the registered project. A publication identifier is required. A PubMed ID is preferred, but if you do not have a PubMed ID, a DOI should be supplied.

Publication

PubMed ID OR DOI

Save and forward

Add another publication

- **Overview** – this page presents a summary of the provided information. On this step,

please be careful to check the details of your submission. If you need to make changes, go back by clicking the relevant tab and make the edit. If everything is correct, click the **'Submit'** to complete the submission.

Overview

**Submitter**

Submitter	Zhang Sisi <a href="mailto:zhangss@big.ac.cn">zhangss@big.ac.cn</a>
Organization	Beijing Institute of Genomics, Chinese Academy of Sciences
Department	BIG Data Center
Country/Region	China
Address	Beichen West Road Beijing
Postal code	100101

**General information**

Project title	test
Relevance	Environmental
Description	11111
Release Date	2018-03-13

**Project type**

Project data type	Whole genome sequencing Metagenome
Sample scope	Multisolate

**Publication**

**Submit Project**



BIG Sub / BioProject

BioProject is an overall description of a single research initiative; a project will typically relate to multiple samples.

Create BioProject [BioProject Quick Start Guide\(US\)](#) [BioProject Quick Start Guide\(CN\)](#)

Accession	Submission ID	Project title	Release Date	Status	Operation
PRJCA000647	subPRO000928	Metagenome_or_environmental	2019-04-15	checked OK Public	
PRJCA000648	subPRO000927	Virus	2020-12-31	checked OK confidential	<a href="#">ReleaseNow</a>
<b>PRJCA000645</b>	subPRO000926	Plant	2019-05-17	finished confidential	<a href="#">Edit</a> <a href="#">Delete</a>

**Notice:** After the completion of submission, you can get the **BioSample accession** numbers in the form of PRJCA#, like PRJCA000654. Please use this number in [BIG Search](#). Do not use the temporary **Submission ID**.

## How to Edit or Delete a BioProject

Before the validation of the BioProject by Administrators (Status is finished; confidential), user can 1) click on the 'Edit' button to change BioProject information, or 2) 'Delete' your submitted BioProject.

**Notice:** If you want to change your validated BioProject (Status is Check OK; confidential), please contact us at [gsa@big.ac.cn](mailto:gsa@big.ac.cn).

BIG Sub / BioProject

BioProject is an overall description of a single research initiative; a project will typically relate to multiple samples.

Create BioProject [BioProject Quick Start Guide\(US\)](#) [BioProject Quick Start Guide\(CN\)](#)

Accession	Submission ID	Project title	Release Date	Status	Operation
PRJCA000649	subPRO000930	MetagenomeMIMS.me_soil	2019-12-11	checked OK	Suppressed
PRJCA000648	subPRO000929	MetagenomeMIMS.me_human-gut	2019-05-08	checked OK	Public
PRJCA000647	subPRO000928	Metagenome_or_environmental	2019-04-15	checked OK	Public
PRJCA000646	subPRO000927	Virus	2020-12-31	checked OK	confidential <span>ReleaseNow</span>
PRJCA000645	subPRO000926	Plant	2019-05-17	finished	confidential <span>Edit</span> <span>Delete</span>
PRJCA000634	subPRO000913	Microbe	2020-03-31	finished	confidential <span>Edit</span> <span>Delete</span>



Home Documents Data Manager Welcome, Zhang

BIG Sub / BioProject / New BioProject

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Submitter Click the **relevant tab** to enter and modify the BioProject information.

\* First name  Middle name  \* Last name

\* Email  Email (secondary)

\* Organization  Organization website  \* Department

Phone  Fax

\* Street  \* City  State/Province

\* Postal code  \* Country/Region

Save and forward Click on the "save and forward" button to save the modification.



Home Documents Data Manager Welcome, Zhang

BIG Sub / BioProject / New BioProject

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Overview

**Submitter Information**

Submitter: Zhang Sisi  
 Organization: Beijing Institute of Genomics, Chinese Academy of Sciences  
 Department: BIG Data Center  
 Country/Region: China  
 Address: Beichen West Road Beijing  
 Postal code: 100101

**General information**

Project title: Microbe  
 Relevance: Environmental  
 Description: test  
 Release Date: 2020-03-31

Grants	Agency	Program	Grant ID	Grant Title
No funding support				

**Project type**

Project data type: Whole genome sequencing  
 Sample scope: Multisolate

**Publication**

**Submit** Click the "Submit" tab to update the modification.

## How to Release or Suppress a BioProject

After the validation, we presented two options to you for releasing your BioProject. One is to wait for the BioProject auto-released on the date you specify or upon the release of any data that reference your BioProject accession, whichever is first. The other is to click on the 'Release Now' button in the last column 'Operation' of the list to tiger the BioProject released as shown below.

BIG Sub / BioProject

BioProject is an overall description of a single research initiative, a project will typically relate to multiple samples.

Create BioProject BioProject Quick Start Guide(US) BioProject Quick Start Guide(CN)

Accession	Submission ID	Project title	Release Date	Status	Operation
PRJCA000649	subPRO000930	MetagenomeMIMS_me_soil	2019-12-11	checked OK Suppressed	
PRJCA000648	subPRO000929	MetagenomeMIMS_me_human-gut	2019-05-08	checked OK Public	
PRJCA000647	subPRO000928	Metagenome_or_environmental	2019-04-15	checked OK Public	
PRJCA000646	subPRO000927	Virus	2020-12-31	checked OK confidential	<b>ReleaseNow</b>
PRJCA000645	subPRO000926	Plant	2019-05-17	finished confidential	Edit Delete

For the following reasons, user have the right to request BioProject suppressed after



released.

1. Data are found by the owner to be incorrectly annotated or contaminated with no immediate opportunity on the part of the owner to be updated.
2. Data owners realize after sequences have been released that they failed to request a confidential status, either at the time of submission, or within the period between completion of submission processing and the date on which the submission is normally made available to the public.

Data are removed where possible from direct search tools (include reference BioSamples and other database resources) but remain available by accession number. For this service, please contact us at [gsa@big.ac.cn](mailto:gsa@big.ac.cn).

The screenshot shows the BIG Sub portal interface. At the top, there is a navigation bar with 'BIGD', 'Databases', 'Tools', 'Standards', 'Publications', and 'About'. A 'Sign in to BIGD' button is on the right. Below the navigation bar is the 'BIG Sub' logo and 'BIG Submission Portal' text. A secondary navigation bar contains 'Home', 'Documents', and 'Data Manager', along with a user greeting 'Welcome, Zhang'. The main content area features a yellow box with the text: 'BioProject is an overall description of a single research initiative; a project will typically relate to multiple samples.' Below this is a 'Create BioProject' button and two links for 'BioProject Quick Start Guide(US)' and 'BioProject Quick Start Guide(CN)'. A table lists BioProjects with columns: Accession, Submission ID, Project title, Release Date, Status, and Operation. The row for PRJCA000647 (Submission ID: subPRO000928, Project title: Metagenome\_or\_environmental, Release Date: 2019-04-15, Status: checked OK, Public) is highlighted with a red border. A grey callout box labeled 'Released BioProject' points to this row. Other rows include PRJCA000649 (Suppressed), PRJCA000648 (Public), PRJCA000646 (confidential), and PRJCA000645 (confidential).

Accession	Submission ID	Project title	Release Date	Status	Operation
PRJCA000649	subPRO000930	MetagenomeMIMS me_soil	2019-12-11	checked OK	Suppressed
PRJCA000648	subPRO000929	MetagenomeMIMS me_human-gut	2019-05-08	checked OK	Public
PRJCA000647	subPRO000928	Metagenome_or_environmental	2019-04-15	checked OK	Public
PRJCA000646	subPRO000927	Virus	2020-12-31	checked OK	confidential
PRJCA000645	subPRO000926	Plant	2019-05-17	finished	confidential



This screenshot is identical to the one above, showing the same table of BioProjects. However, the row for PRJCA000649 (Submission ID: subPRO000930, Project title: MetagenomeMIMS me\_soil, Release Date: 2019-12-11, Status: checked OK, Suppressed) is now highlighted with a red border. A grey callout box labeled 'Suppressed BioProject' points to this row. The row for PRJCA000647 is no longer highlighted.

Accession	Submission ID	Project title	Release Date	Status	Operation
PRJCA000649	subPRO000930	MetagenomeMIMS me_soil	2019-12-11	checked OK	Suppressed
PRJCA000648	subPRO000929	MetagenomeMIMS me_human-gut	2019-05-08	checked OK	Public
PRJCA000647	subPRO000928	Metagenome_or_environmental	2019-04-15	checked OK	Public
PRJCA000646	subPRO000927	Virus	2020-12-31	checked OK	confidential
PRJCA000645	subPRO000926	Plant	2019-05-17	finished	confidential