A Brief Guide to Documenting the Review, Approval, and Release of Science Product in the Information Product Data System (IPDS)

A refresher on the responsibilities associated with Fundamental Science Practices (FSP) chapter SM 502.4 and how to document them in the IPDS

Introduction

Why quality, reliable science matters: The public and our stakeholders depend on the quality, credibility, and integrity of U.S. Geological Survey (USGS) science to make informed decisions. The review and approval process described below (and in Survey Manual Chapter 502.4) is tracked in the Information Product Data System (IPDS) to ensure that each science product released with the full approval and backing of the USGS strengthens the Bureau's reputation for excellence, objectivity, and reliability.

Scope and Purpose of this Guidance: This user guidance contains steps and actions to help users complete the common IPDS routing tasks and comply with Fundamental Science Practices (FSP). Please note that IPDS routing tasks vary depending on the selected product type, so this guidance is not inclusive of all routing tasks you may encounter in IPDS. Refer to the IPDS User Manual for more information on specific routing tasks.

Sources: Information in this user guidance is sourced primarily from the Information Product Development Steps and Responsibilities table, Survey Manual Chapter 502.4, the IPDS User Manual, and the references cited therein.

Flow Diagram of Common IPDS Routing Tasks
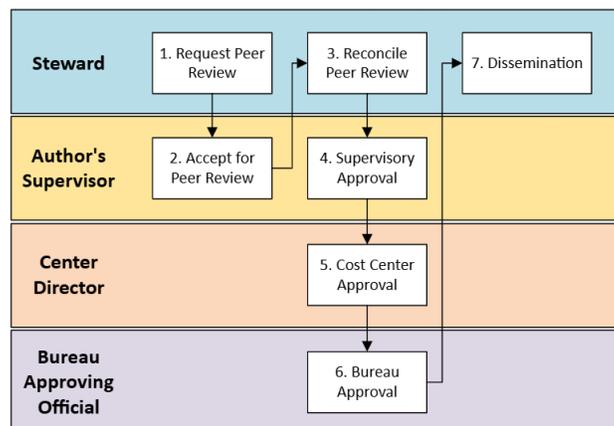
General Fundamental Science Practices (FSP) Reminders

- *Disclaimers*: Does your product include the appropriate [disclaimers]?
- *Unbiased*: Is the language in your product neutral and unbiased?
- *Nonadvocacy*: Have you verified that your product does not prescribe or appear to advocate for or against a particular public policy or political stance?
- *Methods:* Are the [methods and techniques] used to conduct data collection and research activities documented or referenced in the IP?
- *Data and Data Release*: Are the data supporting the research properly cited? If the data were not generated by your study, is the data source for figures and tables cited in the caption? Are [USGS data released in accordance with FSP]? Is the content noninterpretive? In the Bibliodata tab, is the Digital Object Identifier (DOI) or URL of the data release listed in the "Location of supporting data" field?
- *Software Release*: Is [USGS software] released in accordance with FSP? Is it published on a *usgs.gov website?

Steps for Completing IPDS Routing Tasks

1. **Request Peer Review (the <u>Steward</u> is assigned routing tasks in the IPDS; the <u>lead USGS Author</u> is responsible for ensuring the following FSP requirements are met)**
   a. *Select Product Type:* Did you select the correct Product Type on the Record tab? This determines subsequent routing steps and requirements. After the Product Type is saved, it can only be changed by the IPDS help team ([gs_help_ipds@usgs.gov]).
   b. *Determine Special Product Alert:* Did you review the [Special Product Alerts] (Record tab) and consult with your Supervisor or Science Center Director to determine if your product could be considered policy sensitive, highly visible, or OMB influential[1]?
   c. *Add Authors:* Have you added all authors and their affiliations to the Authors tab?
   d. *Add Peer Reviewers:* Have you added qualified peer reviewers to the Reviewers tab? Have you ensured the peer reviewers were not involved in the creation or oversight of the product, and have no stake in its outcome (for example, the peer reviewer is not a subordinate of the author)? Refer to the [Approval Levels Table] for peer review requirements by product type.
   e. *Add Names Reviewer:* For products containing Tribal, geologic, biologic, geographic and (or) hydrologic names, have you added the names reviewer to the Reviewers tab?

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[1] [OMB Influential Products] should be identified early, when the IPDS record is first created, due to additional requirements which include making a peer review plan and a peer review summary publicly available. These steps must be completed before the product is sent out for peer review. Questions and comments may be directed to [InfoQual@usgs.gov].

 f. *Complete Known Bibliodata:* Have you entered information on the Bibliodata tab, if known, such as "Journal Title," "Digital Object Identifier," or fields related to associated products (for example, "Location of Supporting Data" or "Related IP Number")?

 g. *Upload Documents:* Did you upload your original file(s) to the Documents tab in the IPDS, and select "Author's original manuscript" as the Document Type?

2. **Accept for Peer Review (<u>Author's Supervisor</u>)**

 a. *Review Product:* Have you reviewed the product for quality, organization, clarity, and completeness (including figures, tables, appendixes, and supplementary material or appendixes)? Is the product ready for peer review?

 b. *Verify Peer Reviewers:* Are the selected peer reviewers appropriate, independent, qualified, and without conflict of interest? Are any additional reviews needed (for example, names, courtesy, editorial)?

 c. *Confirm Special Product Alert:* Did the author select the appropriate Special Product Alerts (Record tab), if applicable?

 d. *Confirm Supporting Data and Software:* Have you confirmed that supporting scientific data and software have been or will be reviewed and released in accordance with USGS policy (for example, SM 502.8, IM OSQI 2019-01, and the USGS Public Access Plan)?

3. **Reconcile Peer Review (<u>Steward</u> or <u>Lead USGS Author</u>)**

 a. *Send for Review:* Before sending for peer review, does the draft include the nondisclosure disclaimer? Did you send a complete product package (including all figures, tables, appendixes, and supplementary material) to the peer reviewers?

 b. *Confirm Review Rigor:* Were the peer reviews rigorous and thorough, as per SM 502.3? If not, additional peer review may be required.

 c. *Upload Reviews:* Did you upload the peer review documents to the IPDS Documents tab as Document Type "Peer review"?

 d. *Reconcile Reviews:* Have you responded in writing to <u>all</u> reviewer comments and uploaded reconciliation files to the IPDS Documents tab as Document Type "Peer review reconciliation"?

 e. *Upload Final Product:* Did you upload a clean, reconciled version of all product files (including figures, supplemental material, etc.) to the IPDS Documents tab as Document Type "Final manuscript for Bureau approval"?

 f. *Update Fields:* Are Record and Bibliodata tab fields complete and current to the best of your knowledge? Key fields to keep updated, if known, include:

  i. Record Tab: "Planned Dissemination Date," "Product Summary," and "Special Product Alert"

  ii. Bibliodata Tab: "Final Title," "Abstract," "Journal Title" (provide the Journal Title or intended outlet with no abbreviations), "Digital Object Identifier" (if available), and "Location of Supporting Data" (if applicable)

  iii. Notes Tab: Have you communicated any publisher or other deadlines to approvers in a note?

4. **Supervisory Approval (<u>Author's Supervisor</u>)**
   a. *Review Files:* Have you reviewed the peer review, names review (if applicable), and peer review reconciliation file(s)? Are any file(s) missing?
   b. *Verify reconciliation:* Were peer reviews rigorous and thorough? Has the author reconciled <u>all</u> peer review comments in writing?
   c. *Confirm Supporting Data and Software:* Have you confirmed that supporting scientific [data](#) and software have been or will be reviewed and released in accordance with USGS policy (for example, [SM 502.8](#), [IM OSQI 2019-01](#), and the [USGS Public Access Plan](#))?
   d. *Review Fields:* Are Record and Bibliodata tab fields (like "Planned Dissemination Date") complete and current?
   e. *Confirm Readiness:* Is the product ready for Cost Center Approval?

5. **Cost Center Approval[2] (Science <u>Center Director or designee</u>)**
   a. *Verify Reviews:* Have all required reviews been conducted and were they rigorous and thorough?
   b. *Confirm quality:* Have overall USGS standards for scientific quality been met based on your review of the product package?
   c. *Bureau Approval[2]:* If the Science Center Director is responsible for Bureau approval, have you ensured the product is consistent with all pertinent FSP, USGS, Department, and other Federal policies? If a Bureau Approving Official (BAO) is responsible for Bureau approval, have you confirmed the product is ready to advance to the BAO via the Bureau Approval task?

6. **Bureau Approval (<u>Bureau Approving Official</u>)**
   a. *Verify Reviews:* Have all required reviews been conducted and were they rigorous and thorough?
   b. *Confirm Quality:* Does the product meet USGS science quality standards?
   c. *Confirm Policy Compliance:* Is the product consistent with all pertinent FSP, USGS, Department, and other Federal policies?

7. **Dissemination (<u>Steward</u> or <u>Lead USGS Author</u>)**
   a. *Incorporate Comments:* Have all required approver comments been addressed?
   b. *Post-approval Changes:* Were substantial changes made to the product after Bureau approval (for example, as part of subsequent journal peer reviews)? If so, were your Supervisor, Science Center Director, and the approving official informed so they could determine whether an additional USGS Bureau approval is needed?

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[2] In addition to cost center approval, the Science Center Director is also responsible for Bureau approval (step 6) of information products that are based on previously approved published material or that do not contain new interpretive material (with the exception of journal articles and preprints), as well as all abstracts, scientific data and software, posters used in poster sessions, presentation materials, geonarratives, and web pages, unless approval by a BAO is requested. Refer to the [Approval Levels Table](#) for detailed information on the level of Bureau approval for each product type.

c. *Complete Bibliodata*: Once the product has been published, have all relevant fields in the Bibliodata tab been completed including the "Digital Object Identifier" field? Have you entered "None" into the required "Location of Supporting Data" field if you do not have supporting data?

d. *Upload Final Files:* Has a clean copy of the Bureau-approved product been uploaded to the Documents tab in IPDS? For journal articles, have you either uploaded the final, accepted manuscript to the Documents tab in IPDS under the Document Type "Accepted Manuscript" (the last version of the manuscript that you sent to the publisher), or provided a link to the freely available manuscript on the web?

Additional resources

- IPDS Resources
  - [IPDS Help Landing Page](#)
  - [IPDS User Manual](#)
  - [IPDS Tips in Times of Transition](#)
- FSP Resources
  - [FSP Procedures for Review and Bureau Approval of USGS Science Information Products](#)
  - [Levels of Delegated Bureau Approval Authority for USGS Info Products](#) (also includes peer review requirements)
  - [FSP Procedures and Guidelines](#) (collection of resources)
  - FSP FAQs ([internal](#) and [external](#))