

Before data generation

- Watch a data sharing onboarding session*
- Submit a data sharing plan (DSP)
 - This includes your anticipated data types and data access / licensing requirements, estimated number of samples, expected upload dates, and researcher contact information, as well as whether you'll be submitting human data
- [Register](#) for a Synapse account
- If you'll be uploading data, take the [Synapse certification quiz](#)
 - You must be a certified user to upload data
 - We also recommend that you add your ORCID credentials to your profile
- Visit your Synapse project*
 - Check to make sure you can access your project, and let us know if others on your team need access too
- View your study on the NF Data Portal*
- Review and familiarize yourself with our [documentation](#) on data contribution

**For funded contributors, this information will be sent to you.*

After data generation

- Upload data files to Synapse
- Annotate data files with metadata
- Add additional information such as [provenance](#), supplementary documentation, or [wikis](#)
- If required, submit a milestone report to your funder

Before data release

Note: We will contact you before making data public. This typically happens well after the project start date – anywhere from several months to several years later.

- Ensure all files have proper data governance in place, including licensing and access controls (if any)
- If requested, mint a project [DOI](#) for permanent tracking and attribution purposes (DOIs are often requested by journals)
- Assistance with curation may be requested, such as adding any missing metadata or otherwise preparing data for discovery

After data release

- Data are released to the public